

2016

# Guide to County Government



Produced by the Office of:

**THOMAS L. HICKNER**

Bay County Executive





**OFFICE OF  
BAY COUNTY EXECUTIVE**

**Thomas L. Hickner**  
County Executive

---

515 Center Avenue, Suite 401  
Bay City, Michigan 48708  
Tel: (989) 895-4130 | Fax: (989) 895-7658

Dear Friends:

Counties are one of America's oldest forms of government, dating back to 1634. Ever since, county governments continue to evolve and adapt to changing responsibilities, environments and populations. Today, county governments are focused on the fundamental building blocks for healthy, safe, resilient and vibrant communities:

- Maintaining public records and coordinating elections
- Supporting and maintaining public infrastructure, transportation and economic development assets
- Providing vital justice, law enforcement and public safety services
- Protecting the public's health and well-being, and
- Implementing a broad array of federal, state and local programs

No two counties are exactly the same. County governments are diverse in the ways we are structured and how we deliver services to our communities. This Guide to County Government is designed to help you easily navigate through the Bay County departments, divisions, and programs. Our goal with this guide is to promote understanding and awareness of what Bay County does and the services we provide to our citizens.

The vision of Bay County is to provide efficient customer and taxpayer-focused public services that improve the quality of life for our residents.

If I can ever be of any assistance to you regarding county government, please do not hesitate to contact me by calling my office at 989-895-4130, emailing me at [countyexecutive@baycounty.net](mailto:countyexecutive@baycounty.net) or by writing to my office.

Sincerely,

THOMAS L. HICKNER  
Bay County Executive

# Index of Content

<b>YOUR COUNTY GOVERNMENT</b>	4	<b>DEPARTMENTS &amp; DIVISIONS (CONT.)</b>	
At a Glance: County Provided Services	4	Public Defender	39
The Evolution of Bay County	5	Recreation & Facilities	39
Bay County's Form of Government	5	Summer Youth Recreation Program	40
Bay County Online	6	Transportation Planning	40
		Veterans' Services	41
<b>ELECTED OFFICIALS</b>	7		
County Executive	8	<b>JUDICIAL SYSTEM</b>	42
Board of Commissioners	8	18 <sup>th</sup> Circuit Court	43
County Clerk	10	Circuit Court Probation	43
County Drain Commissioner	10	Friend of the Court	44
County Prosecuting Attorney	11	Jury Board	44
County Register of Deeds	12	74 <sup>th</sup> District Court	45
County Sheriff	13	District Court Probation	46
County Treasurer	14	Probate Court	46
		Juvenile Division	46
<b>DEPARTMENTS &amp; DIVISIONS</b>	15		
Administrative Services	16	<b>OTHER COUNTYWIDE SERVICES</b>	47
Aging	16	Bay-Arenac Behavior Health Authority	48
Animal Control	19	Bay County Historical Museum	48
Building Authority	20	Bay County Library System	48
Buildings and Grounds	20	Bay County Road Commission	49
Central Dispatch/9.1.1.	21	Bay County Water & Sewer	50
Civic Arena	21	Bay Medical Care Facility	50
Community Center	22	Bay Metropolitan Transpiration Authority	51
Community Center Pool	23	Discovery Preserve at Euclid Park	51
Community Corrections	24	Michigan State University Extension	52
Corporation Counsel	24		
Dog Park	25	<b>APPENDICES</b>	
Emergency Management	26	Bay County Organizational Charts	53
Environmental Affairs & Community Dev.	26	Commissioner District Maps	57
Equalization	27	City & Township Directory	64
Fairgrounds	27		
Finance	28		
Geographic Information Systems (GIS)	29		
Golf Course	29		
Gypsy Moth Suppression Program	30		
Health	30		
Housing/Center Ridge Arms	34		
Housing Rehabilitation	34		
Information Systems	35		
Juvenile Detention & Child Care Services	36		
Mosquito Control	36		
Payroll & Benefits	37		
Personnel & Employee Relations	38		
Pinconning Park	38		
Purchasing	39		

# Your County Government

Because government, at all levels, is so broad and provides many services, many citizens do not know what county government does or what services it provides. That is why we have prepared this publication, to give you an idea of what county government is all about.

As employees and public servants, we are proud of what Bay County government is and what it has accomplished. We believe we have a government that is efficient, cost effective and accountable to the citizens of Bay County.

Government is a business—a business of people helping people. One reason we have succeeded in this business is that there are many talented and dedicated people working in county government. The people who work for Bay County are competent, experienced, and committed to public service. We are challenging them to do an even better job, and they are responding with enthusiasm. As public servants, our job is to serve your needs today and also anticipate future need.



Bay County is at a turning point. Long known as a manufacturing area, Bay County is also gaining acceptance as a destination for families and travelers seeking recreation, sporting and cultural events. Bay County is welcoming the service and high technology industries of the day. These are exciting times, filled with periods of demanding change, but fueled with promises of new life for Bay County. Throughout it all, Bay County government must do its part to encourage and lead, but most of all, to continue to provide exceptional services to its citizens.

## At a Glance: County Provided Services

Counties provide many of the vital organizational and record-keeping functions of government, along with the basic services that affect us day-to-day. The county is the keeper of vital records. Property transactions and deeds are recorded through the office of the Register of Deeds. Birth and death records are kept by the County Clerk, who also issues marriage licenses, records and indexes all business assumed names, notary public appointments and more.

County taxes and all delinquent property taxes are collected by the county through the Treasurer's Office. The county also provides jail services and public safety functions and road patrols through the Sheriff's Office. Along with arresting and jailing those who break the law, the county provides for the prosecution of major crimes through the Prosecutor's Office. Criminal, civil and other cases are decided in the Bay County Circuit, District and Probate courts.

The county operates a public health department, provides medical examiner's services, coordinates program for senior citizens like Meal on Wheels, provides veterans services and operates county recreational programs and services.

Bay County is also financially accountable for services provided by other legally separate entities. These services include the construction and maintenance of the county's system of roads and bridges

by the Bay County Road Commission; the providing of services and materials to satisfy the educational, personal, and professional interest of the community by the Bay County Library System; and the water supply and wastewater disposal services provided by the Bay County Department of Water and Sewer.

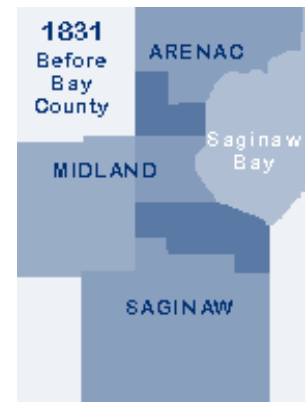
While this list is by no means complete, it does give a good sampling of the many services provided by Bay County government.

## The Evolution of Bay County

Organized in 1857, Bay County was formed from portions of Arenac, Saginaw and Midland Counties. Blessed with an abundance of water resources, Bay County is located on the eastern shoreline of Michigan's Lower Peninsula, which borders the Saginaw Bay, an inlet of Lake Huron. Multiple streams and creeks, along with two main rivers, the Kawkawlin and Saginaw, run through the County. With 30 miles of shoreline, Bay County continues to have a steady stream of industry and pleasure-seekers alike ready to take advantage of all the area has to offer.

Originally settled by the Sauk Indians around 1736, Bay County soon became home to fur traders and lumberjacks. By the late 1800's, Bay City's flourishing lumber trade quickly made the city a boomtown. With 50 active mills, it was known as the "Lumber Capitol of the World." Shipbuilding followed the lumber era, continuing industry along the Saginaw River. Today, many businesses and industries still operate along its banks.

In 1855, Johnathon Smith Barclay, Saginaw's representative in the state legislature, with the aid of Albert Miller and Daniel Burns introduced a bill to create Bay County. It was defeated by a narrow margin. A year later, the Honorable T. Jerome of Saginaw and Henry Ashman of Midland were elected to the state legislature from their counties and fought against the creation of Bay County. In spite of these efforts, the bill passed on February 17, 1857.



The first registered land area in Bay County was to Stephan Riley. This was in 1819. However, the city of Bay City did not settle until 1832, when Leon Trombley migrated from Detroit, Michigan. He had a commission to instruct the Indians in agricultural methods.

The Bay County court house was a wooden building on Water Street, leased in 1858 from James Fraser for \$200 per year. The county erected a county court house in 1867 at a cost of \$30,000. Population at this time was 15,000. The rapid growth of the county found the court house inadequate. Many attempts to approve a new court house by the electors failed. However, in 1933 a new court house was constructed by a Bay City architect and contractor at the cost of \$330,000.00. The corner-stone was laid April 13, 1933. The building was completed March 10 the following year.

## Bay County's Form of Government

Pursuant to Act 139 of Public Act of 1973 (as amended by PA 100 of 1980) (Act 139), the voters of Bay County elected the optional Unified Form of County Government in November of 1978. The form of government established in 1978 is also known as the "county executive" form of government. The Board of Commissioners exercises the legislative power of the county and determines all matters of

policy. The Board of Commissioners is composed of seven commissioners who are elected from their respective districts. Each commissioner serves a term of two years. The County Executive is the head of the administrative branch of the county government and is elected at large for a four-year term. The Circuit and District Court judge are elected on six-year, staggered terms. The offices of Prosecuting Attorney, Sheriff, Clerk, Treasurer, Register of Deeds, and Drain Commissioner are elected at large and serve for a four-year term.

## Bay County Online

For your convenience, most Bay County departments and services can be accessed on the Internet, at the Bay County website. To visit the Bay County website type the following URL into your browser: [www.baycounty-mi.gov](http://www.baycounty-mi.gov).

Bay County also maintains a Facebook Page ([www.facebook.com/baycounty](http://www.facebook.com/baycounty)) and YouTube Account. Bay County posts news, videos, events, and updates of interest to the area and to its citizens. Please “Like” us on Facebook and subscribe to us on YouTube to receive updates on things that are happening in our region.

### Vision

To provide a continuously improving quality of life in our community through leadership and services.

### Mission

To efficiently provide customer and tax payer-focused public services that improve the quality of life for Bay County Residents.

# Elected Officials

Bay County government consists of a number of elected officials, including the Bay County Executive and the seven-member Bay County Board of Commissioners.

***Executive - Thomas L. Hickner***  
*Term Expires 12/31/2016*

***Clerk - Cynthia A. Luczak***  
*Term Expires 12/31/2016*

***Drain Commissioner - Joseph Rivet***  
*Term Expires 12/31/2016*

***Prosecutor - Kurt C. Asbury***  
*Term Expires 12/31/2016*

***Register of Deeds - Brandon Krause***  
*Term Expires 12/31/2016*

***Sheriff - John Miller***  
*Term Expires 12/31/2016*

***Treasurer - Rick F. Brezezinski***  
*Term Expires 12/31/2016*

***Board of Commissioners***  
*Term Expires 12/31/2016*

***First District - Michael J. Duranczyk***  
***Second District - Ernie Krygier***  
***Third District - Vaughn J. Begick***  
***Fourth District - Kim J. Coonan***  
***Fifth District - Thomas M. Herek***  
***Sixth District - Donald J. Tilley***  
***Seventh District - Michael E. Lutz***

## County Executive

Bay County Building  
515 Center Avenue, Suite 401  
Bay City, MI 48708

Phone (989) 895-4130  
Fax (989) 895-2094  
TDD/TTY (989) 895-4049  
[countyexecutive@baycounty.net](mailto:countyexecutive@baycounty.net)

The County Executive as chief administrator has influence over all departments, except those headed by other elected officials. The County Executive appoints and supervises all department directors. It is the duty of the County Executive to coordinate all county activities and unify the management of county affairs, enforce all orders, rules, and ordinances passed by the Board of Commissioners, and all laws enacted by the State of Michigan. In addition, the County Executive must submit to the Board of Commissioners a recommended budget each year. The County Executive, like other elected officials, is independent of the Board of Commissioners. The Office of the County Executive is a county-wide elected office for the term of four years.



THOMAS L. HICKNER

The County Executive oversees twelve (12) departments under Act 139 of 1973. These Departments are: Administrative Services, Central Dispatch, Corporation Counsel, Environmental Affairs and Community Development, Equalization, Finance, Health, Housing, Juvenile Detention and Child Care Services, Personnel and Employee Relations, Public Defender and Recreation and Facilities. Each of these Department Directors supervises their respective Divisions.

### County Hotline (989) 895-4118

The County Hotline was established for citizens to suggest ways to improve county services or to report alleged fraud or abuse. All calls are confidential.

### Newsletter

County Executive Tom Hickner sends out a monthly e-newsletter to citizens that is full of pertinent information on county government. Stay informed about what is going on in Bay County, subscribe to Bay County Executive Tom Hickner's Newsletter here: <http://www.baycounty-mi.gov/Executive/Newsletters-from-the-County-Executive.aspx>. You may also send your email address by text message. Simply text "BAYCOUNTY" to 22828 to get started!

## Board of Commissioners

Bay County Building  
515 Center Avenue, Suite 405  
Bay City, MI 48708

Phone (989) 895-4120  
Fax (989) 895-4226  
TDD/TTY (989) 895-4049  
[bergerd@baycounty.net](mailto:bergerd@baycounty.net)

Your County Commissioner is your representative in county government. Your commissioner is most effective in representing your concerns at county committee meetings and Board of Commissioners' meetings.

The Board of Commissioners of Bay County is the legislative body and discharges its duties as required by federal and state law. It is the function of the Board of Commissioners to: set fees; contract for a yearly audit of all County funds; and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars. The Board of Commissioners appoints other boards and commissions, adopts ordinances, buys land for county use, sells county-owned property, and enters into contracts and agreements on behalf of Bay County.

The Board of Commissioners meets on the second Tuesday of the month at 4:00 p.m. in the Commission Chambers on the Fourth Floor of the Bay County Building.



FRONT ROW (LEFT TO RIGHT): HEREK, KRYGIER, COONAN, TILLEY, LUTZ  
BACK ROW (LEFT TO RIGHT): DURANCZYK, BEGICK

#### District 1

Michael Duranczyk (D)  
710 Bermuda Street  
Pinconning, MI 48650  
(248) 8967-3272  
baycounty1st@aol.com

#### District 2

Ernie Krygier (D)  
785 Aplin Beach  
Bay City, MI 48706  
(989) 684-2830 (H)  
(989) 793-3711 (W)  
erniekrygierservice@hotmail.com

#### District 3

Vaughn Begick (R)  
5353 Lorraine Court  
Bay City, MI 48706  
(989) 686-0578  
vaughnpac@aol.com

#### District 4

Kim Coonan (D)  
706 Sidney Street  
Bay City, MI 48706  
kjcwcc@att.net

#### District 5

Tom Herek (D)  
1606 30<sup>th</sup> Street  
Bay City, MI 48708  
tch1606@hotmail.com

#### District 6

Don Tilley (D)  
617 Green Avenue  
Bay City, MI 48708  
reelectdontilley@yahoo.com

#### District 7

Michael Lutz (D)  
1704 Borton Avenue  
Essexville, MI 48732  
(989) 233-0387  
lutzbrothers@charter.net

## County Clerk

**Bay County Building  
515 Center Avenue, Suite 101  
Bay City, MI 48708**

**Phone (989) 895-4280  
Fax (989) 895-4284  
TDD/TTY (989) 895-4049**

The County Clerk is an officer of the County as prescribed by State law. Duties are set by law and include Clerk to the Bay County Board of Commissioners, Clerk to Circuit Court, Board of Canvassers, County Election Commission, County Plat Board, Jury Board, and County Apportionment Board.

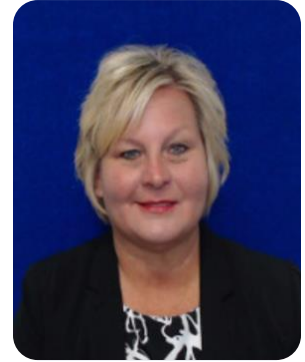
The County Clerk maintains birth and death records, marriage licenses, naturalization records, assumed business names and partnership certificates, concealed weapons permits, veterans discharge records, voter registration records, verifies notary public applications for the state, and assist the general public with genealogy requests.

The County Clerk is the chief election official of the County, supervises all national, State, local, and school elections, and is responsible for the administration of the Michigan Campaign Finance Reporting Act.

The computer terminals for genealogy are available from 2:00 p.m. to 4 p.m. daily. Record retrieval by staff is only available on Wednesday and Thursdays during that time.

### Online Vital Records

VitalChek is an official service authorized by Bay County Clerk, to securely order certified Bay County vital records, like birth and death certificates. VitalChek assists you ordering records online 24/7/365 at your convenience from the privacy of your home or office at a minimal processing fee and postage rate established by the urgency of the matter. Please visit [www.vitalchek.com](http://www.vitalchek.com) for additional information.



CYNTHIA LUCZAK

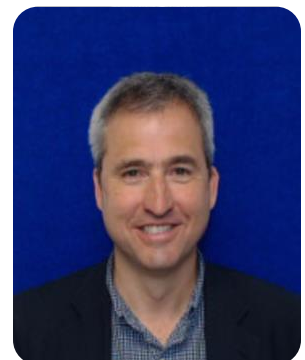
## County Drain Commissioner

**Bay County Building  
515 Center Avenue, Suite 601  
Bay City, MI 48708**

**Phone (989) 895-4290  
Fax (989) 895-4292  
TDD/TTY (989) 895-4049**

The Bay County Drain Commissioner's primary responsibility is to protect the lives and property of Bay County residents. The Bay County Drain system was developed over the last 125 years. There are more than 350 drainage districts, nearly 1,400 miles of drains, 28 storm water pumping stations and 5 regional detention facilities. The network allows for the draining of 166,071 agricultural acres and 58,000 acres of developed property in the County.

The Drain Commissioner's authority is provided for under Public Act 40 of 1956, known as the Drain Code. The act provides for the establishment, construction and maintenance of drains as petitioned by residents within a



JOSEPH RIVET

draining district. Once a project is authorized, the Drain Commissioner is responsible for developing the scope of each project, insuring its completion and apportionment of costs to the stakeholders.

The Drain Commissioner must also comply with newly created State and Federal environmental laws that have been enacted over the years in performance of the duties of the office. The County Board of Commissioners is responsible for providing adequate funding for the general day-to-day operations of the Drain Commissioner's office. Project and maintenance costs are recovered through special assessments levied on private properties, local governments, county roads, railroads and state highways.

The Drain Commissioner is responsible for review and approval of storm water management systems in private developments under the Michigan Land division Act and in response to local governments' development review procedures, with a goal of protecting private property and natural resources.

The Office of Drain Commissioner is made up of six full-time employees. They include: a Surveyor/Engineer, Accountant, Administrative Coordinator, and three Maintenance Crew members.

### **Remonumentation Program**

The Bay County Remonumentation Program, approved by the Bay County Board of Commissioners in July, 1992, calls all General Land Office (GLO) survey corners to be remonumented. The Remonumentation Program is the result of Act 345 of 1990 (the State Survey and Remonumentation Act) that became effective in January 1991. The act provides for the remonumentation of the original U.S. public land survey corners that serve as the basis for all public and private property locations in Michigan. Act 346, which went into effect January 1992, is a companion act to 345 and authorizes the collection of fee revenue to fund the program. The Bay County plan will also establish a High Accuracy Reference Network (HARN) B-Order Station through the National Oceanic and Atmospheric Administration (NOAA), the National Ocean Service (NOS), and the National Geodetic Survey (NGS). Through grant year 2008, the Bay County

Remonumentation Program has reestablished 1,795 corners of an estimated total of 1,900 corners. The program utilizes local surveying firms for the research, presentation of evidence to a peer review group, and the final placement of a permanent marker for each corner completed. Approximately 100 corners have been completed per year since the start of the program.

### **Soil Erosion and Sedimentation Control**

Sedimentation is the product of uncontrolled erosion and is a significant pollutant of our lakes, streams, and drain systems. With construction being one of the major causes of soil erosion in Michigan, steps have been taken to control the amount of sedimentation that enters our waterways through Part 91 of the Michigan Natural Resources and Environmental Protection Act as adopted by resolution of the Board of Commissioners.

A soil erosion permit is required for an earth change that disturbs one or more acres of land. Disturbances less than one acre in size may require a permit depending on the proximity to a waterway and other factors. Before beginning any construction project or substantial earth change, residents are urged to contact the Drain Commissioner.

## County Prosecuting Attorney

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 768**  
**Bay City, MI 48708**

**Phone (989) 895-4185**  
**Fax (989) 895-4167**  
**TDD/TTY (989) 895-4049**

The Prosecuting Attorney is the chief law enforcement officer in the county, with help from assistant Prosecuting Attorneys. The county Prosecutor is independent of the Michigan Attorney General. The Prosecuting Attorney reviews citizen and police complaints and decides if any criminal activity has taken place and whether to issue complaints. The office also represents the people in all criminal matters in Bay County District, Circuit, and Probate Courts and cases going through the Appellate Court System. The Prosecutor initiates child protective proceedings in Probate Court to protect abused and neglected children and also ensures that the rights of victims of crime are enforced and that the restitution is made by criminal offenders.



KURT ASBURY

### Victims' Rights

Following a crime, a victim's life can be turned upside down. The experience of being a crime victim can create different emotional, physical and financial responses from every person. Bay County's Victim's Rights Advocates are available to assist victims of crime through the criminal process. So is Dodger, the Bay County Prosecutor's Canine Advocate. The Victims' Rights Coordinator provides to victims the rights that have been established by the Crime Victims' Rights Act, some of which include:

- Notifying the victim of any scheduled court proceedings;
- Updating the victim on case status and any known change in court dates;
- Accompanying and supporting the victim in court;
- Providing the victim with court orientation;
- Explaining the court process and procedures to the victim;
- Providing the victim with privacy prior to court appearances;
- Helping the victim with the return of personal property;
- Assisting the victim with the creation of a Victim Impact Statement;
- Assisting the victim in applying for Crime Victim Compensation;
- Assisting the victim in making a claim for restitution;

## County Register of Deeds

**Bay County Building**  
**515 Center Avenue, Suite 102**  
**Bay City, MI 48708**

**Phone (989) 895-4228**  
**Fax (989) 895-4296**  
**TDD/TTY (989) 895-4049**

The Register of Deeds is responsible for recording, indexing, and maintaining the records of all deeds, mortgages, liens, and other legal documents affecting real estate in Bay County, along with many other miscellaneous legal documents.

The Register's office provides customer service to the residents of Bay County as well as many businesses (lending institutions, title companies, realtors, etc.) in the county and surrounding areas. The records in the Register of Deeds office are used extensively by many of these businesses to assist in making financial decisions. Some of the services, in addition to the daily customer service provided by the Register of Deeds office are typed lien searches, typed UCC searches, record copying and mortgage reporting.

There are no time constraints on research hours. The records are available from 8:00 a.m. until 5:00 p.m. Monday through Friday.



BRANDON KRAUSE

### E-Record Your Documents

Bay County Register of Deeds now offers eRecording as an option for delivering your documents to the county for recording. You may now e-record all of your deeds, mortgages and other documents online. If you have high-speed Internet access and a scanner, you have what you need to start e-recording. For more information or to get started, call 1-800-460-5657 or visit [Simplifile.com](http://Simplifile.com).

## County Sheriff

**Law Enforcement Center**  
**503 Third Street**  
**Bay City, MI 48708**

**Phone (989) 895-4050**  
**Fax (989) 895-4007**  
**TDD/TTY (989) 895-4049**

The Sheriff is first and foremost a peace officer charged with enforcing the laws of the State of Michigan and with discharging the executive law enforcement power for preservation of public peace within the County.

In Michigan, the Office of Sheriff has been charged with many duties in addition to its peace keeping function. Included in this list are:

- Establish, maintenance and operation of the County Jail
- Execution of orders, judgements and civil process of the Courts as well as Court Security
- Patrol and traffic services on county roads
- Conduct vehicle inspections
- Enforcement of local marine safety
- Enforcement of county ordinances
- Investigate violations of the liquor law and conduct liquor license inspections
- Maintaining local criminal records



JOHN MILLER

As an elected official, the Sheriff is directly responsible to the citizens of Bay County for the provision of effective and acceptable law enforcement services as well as the safe and effective operation of the jail.

## County Treasurer

**Bay County Building  
515 Center Avenue, Suite 103  
Bay City, MI 48708**

**Phone (989) 895-4285  
Fax (989) 895-4082  
TDD/TTY (989) 895-4049**

The duties and powers of the County Treasurer are provided by State law and through the authorization of the county Board of Commissioners. The two main roles of the Treasurer are the custodian of all county funds and the collector of taxes. Additionally, the treasurer fulfills many other duties.

The county receives money from several sources. The principal source of revenue is an ad valorem property tax. Other income is received from state and federal grants, interest income and various service and license fees. Many of the county's departments collect money in the course of their business. This money is periodically deposited with the treasurer, who is in a sense, the county's banker. Besides revenue items, the treasurer is responsible for large amounts of money in various trust and agency funds.

These include such classes as circuit court trust, veterans' trust, special drainage districts and county road improvement projects.

The office is responsible for accounting of all revenue coming to the county for investments of idle funds, for the securities and monies held in financial institutions; collection of delinquent property taxes; reconveyance of property; certification of deeds and plat maps and other documents pertaining to tax histories and litigations; also conducts the annual delinquent tax sale.

The County Treasurer serves on several boards, including the County Election Commission, Chairperson of the Bay County Land Bank Authority, Bay County Retirement Board and Plat Board. The functions of this office are dictated by state statutes, under the guidance of the Bureau of Local Government Services Audit Division and the State Treasury Department.



RICK BRZEZINSKI

# Departments & Divisions

In Bay County, the County Executive oversees twelve (12) departments under Act 139 of 1973. Each of these Department Directors supervises their respective Divisions. The Act 139 Departments are:

*Administrative Services - Debra Russell, Director*

*Central Dispatch - Christopher Izworski, Director*

*Corporation Counsel - Amber Davis-Johnson, Director*

*Environmental Affairs and Community Development - Laura Ogar, Director*

*Equalization - Richard Gruber, Director*

*Finance - Jan Histed, Director*

*Health - Joel Strasz, Director*

*Housing - Rachelle Anderson, Director*

*Juvenile Detention and Child Care Services - Juli Reynolds, Director*

*Personnel and Employee Relations - Tiffany Jerry, Director*

*Public Defender - Bruce Manniko, Director*

*Recreation and Facilities - Cristen Gignac, Director*

## Administrative Services

**Bay County Building**  
**515 Center Avenue, Suite 403**  
**Bay City, MI 48708**

**Phone: (989) 895-4130**  
**Fax: (989) 895-7658**  
**TDD/TTY: (989) 895-4049**  
**russelld@baycounty.net**

The Department of Administrative Services, an office of the County Executive, was created to help in streamlining the flow of communication through Bay County. The Director of Administrative Services assists the County Executive with coordination and management of the County's day-to-day affairs; assumes responsibility for working with assigned department directors and division managers and coordinates citizen inquiries and complaints in an effort to find a solution.



DEBRA RUSSELL

This Department also serves as Risk Manager for Bay County, overseeing liability insurance coverage, risk prevention services, and claims management. Bay County is insured through the Michigan Municipal Risk Management Authority (MMRMA).

Other areas of responsibility:

- Coordination of Freedom of Information Act (FOIA) requests
- Coordination of communication to and from the County Executive
- Liaison with all Act 139 Department heads and elected officials
- Supervision of Animal Control with Michael Halstead acting as Manager
- Handles risk management claims and serves as the liaison with MMRMA
- Provides assistance to the County Executive in overseeing the Office of Veterans Affairs
- Web Team Coordination with Information Systems

### Department Divisions

- Animal Control

## Aging

**Bay County Building**  
**515 Center Avenue, Suite 202**  
**Bay City, MI 48708**

**Phone: (989) 895-4100**  
**Toll-Free: 1-877-229-9960**  
**Fax: (989) 895-4094**  
**divonaging@baycounty.net**

Under the Bay County Health Department, Division on Aging provides services and programs to Bay County residents age 60 and older and is funded primarily by a .04999 mill assessment on property taxes. Donation, cost-share contributions, and fees from senior citizens, as well as grants from the State and Federal government, help pay for some programs offered by Division on Aging.

### Case Coordination and Support

Case Managers are employed under this program to interview, assess, and arrange services to meet the needs of older residents. The service is targeted to homebound, frail, and minority elders with limited family support. Seniors are made aware of programs provided by Division on Aging and other community agencies that will help them maintain their independence.

### Elder Abuse Coordinated Community Response (CCR) Team

The CCR is a collection of professionals from various disciplines, agencies/organizations in Bay County who believe it is important to ensure that victims of elder abuse are safe and encouraged to become independent.

The purpose of the Elder Abuse CCR Team is to function as the lead organization in Bay County for the development and coordination of a seamless network of services among Bay County agencies/organizations for victims of elder abuse, aged 50 and greater, that will keep them safe and lead to independence and to support the work of law enforcement and courts in holding offenders accountable. In addition, the Team will work to prevent abuse of older persons, and educate people how to recognize and report suspected abuse. To report abuse or suspected abuse call: 1-855-444-3911



TAMMY ROEHRS

### Home Delivered Meals

Home delivered meals are available to homebound individuals in Bay County four days per week. A recipient must be 60 years of age or older who does not leave the home under normal circumstances, or the spouse of a homebound person at least 60 years of age or older. The recipient must also be unable to prepare full meals and must have no adult living in the same building or area who is willing to prepare all meals. There is a suggested donation for the service. Individuals receiving home delivered meals must be able to feed themselves. Division on Aging also offers a low-fat, low sodium "Eat Smart" home delivered meal for those with dietary restrictions. Services may be provided to individuals under the age of 60 if they qualify for other State or Federal Programs.

### Homemaking Services

If you know a senior who needs help with routine household tasks, this program may be able to help. Chores such as vacuuming, light cleaning, laundry, and grocery shopping are done by several part-time Homemakers to maintain minimum health and safety standards in the home for seniors who meet certain physical, social, and income requirements. Clients are encouraged to make a cost-share contribution to the program.

### Caregiver Training

Division on Aging employs staff who can provide training to family caregivers on tasks such as medication management, providing a bath, home safety, etc. Support and information to address caregiver stress is also provided. At least one person in the caregiver relationship must be age 60 or older.

### Personal Care

Division on Aging offers a Personal Care program to individuals age 60 or older who need basic bath services but do not qualify for skilled care under Medicare. Services are provided in the home setting and clients are asked to pay a cost-share fee for the services. Limited grant funding or third-party

funding may be available for those who meet established guidelines. Individuals are asked to call 895-2010 to schedule or revise their appointments.

### Information and Referral

Staff members of the Division on Aging Information and Referral Service try to answer questions and solve problems for callers or visitors who stop by the office. Referral information can be provided by phone or more complex questions can be directed to a case manager. Staff can also help with identification pictures for seniors, signing a senior up for the *Wonderful Times* newsletter, Bay City Lions Club assistance for eye care and hearing aids, and the Vial of Life. The Vial of Life is a packet containing an individual's personal and medical information and is intended to be used when a senior is in an emergency situation and is unable to communicate.

### Medicare Part D Counseling

Division on Aging assists with the annual open enrollment period for Medicare Part D coverage prescription coverage. Individuals can schedule an appointment with a counselor to review plan choices.

### Senior Dining Centers

Five Dining Centers, throughout the County, provide not only a nutritious meal, but fun and fellowship as well. Most meals are served cafeteria style at noon. Hampton Senior Center also serves dinner at 5:00 p.m. for those who prefer an evening meal. All individuals age 60 and older and their spouses are welcome to attend Dining Center programs. There is a suggested donation and diners are encouraged to bring their own table service.

Reservations are needed one day in advance. Contributions from individuals, property taxes, and Federal reimbursements fund the program. Transportation through Bay Metro Specialized Services program can be arranged to and from the Dining Center if the transportation is requested in advance.

#### **Hampton Happy Hearts Center**

801 West Center Road  
Essexville, MI 48732  
(989) 895-5968

10:00 a.m. to 2:00 p.m. Tues. - Fri.  
2:00 p.m. to 6:00 p.m. Mon. - Fri.

#### **Rainbow Senior Center**

800 Livingston Ave.  
Bay City, MI 48708  
(989) 892-6605

9:30 a.m. to 1:30 p.m. Wed. - Fri.

#### **Williams Senior Center**

1080 West Midland Road  
Auburn, MI 48611  
(989) 662-6521

9:00 a.m. to 1:00 p.m. Mon. - Fri.

#### **Kawkawlin Senior Center**

1800 East Parish Road  
Kawkawlin, MI 48631  
(989) 686-5127

9:00 a.m. to 1:00 p.m. Wed. - Fri.

#### **Riverside Friendship Center**

800 J. F. Kennedy Drive  
Bay City, MI 48706  
(989) 893-7070

9:00 a.m. to 2:00 p.m. Mon. - Fri.

## Socialization and Recreation

Division on Aging plays a supportive role in a variety of social opportunities planned for seniors. These include music and dances, picnics, speakers, special events, exercise and group activities, and recreational games.

## Volunteer Program

Division on Aging has always relied on volunteers to help at Dining Centers and prepare the Wonderful Times newsletter for mailing. Volunteers also assist with special events, transportation, friendly visitor programs, and home delivered meals. If you are interested in volunteering, please call (989) 893-5834 to speak to the Volunteer Coordinator.

## Wonderful Times Newsletter

Division on Aging prints a newsletter, Wonderful Times, which is distributed to Dining Centers and is mailed to Bay County residents, age 60 and older, ten times a year. The newsletter includes information on upcoming events, menus, activities, and program information. There is a fee for the newsletter to be mailed to non-residents.

# Animal Control

800 Livingston Street  
Bay City, MI 48708

Phone: (989) 894-0679  
Fax: (989) 894-0129  
halsteadm@baycounty.net

When people think of who cares for stray or abandoned animals, they think of Animal Control. However, this division provides many more services to the citizens of Bay County, especially when it comes to protecting the public's health. Animal Control investigates all reported animal bites, quarantines animals that have bitten humans and consults with medical and veterinary medicine professionals, the Health Department and the public when there is a possibility of any transmittable disease from animals to humans. Enforcing county ordinances and ensuring that state laws are upheld are other duties handled by the Animal Control Division. The division is also busy selling dog and cat licenses, lending live traps to the public, and giving educational presentations.



MIKE HALSTEAD

The Animal Control and Shelter is open from 10:00 a.m. through 6:00 p.m., Monday through Friday and Saturday 9:00 a.m. through 1:00 p.m.

Animal Control is a division of the Administrative Services Department.

## Pet Adoption Program

The Bay County Animal Shelter sponsors an Animal Adoption Program to match animals to appropriate homes and responsible pet owners. Persons wishing to adopt an animal can visit the Animal Shelter and choose from a wide variety of dogs and cats. All adoptions are completed through a contract. By signing the contract, the adopting party agrees to have a dog, cat, or ferret sterilized and rabies vaccinated by a certain date. A licensed veterinarian, of the owner's choice, must perform these medical procedures. All adopted dogs must be licensed by the same designated date. Cats that will remain in Bay County must also be licensed. Other provisions in the adoption contract

include providing adequate food, water, shelter and exercise for the animal; professional medical care for the animal; and compliance with state laws and county ordinance.

## Building Authority

**Bay County Building**  
**515 Center Avenue, Suite 406**  
**Bay City, MI 48708**

**Phone: (989) 895-4120**  
**Fax: (989) 895-4226**  
**TDD/TTY: (989) 895-4049**  
**redmondb@baycounty.net**

The Building Authority, created by the Board of Commissioners in 1975, was originally organized for the purpose of constructing a new law enforcement center. Since their inception, the seven member Building Authority has provided oversight for the renovation of the Bay County Building, renovations to the Law Enforcement Center, and building group homes for the Bay-Arenac Community Mental Health Services Board. The Bay County Building Authority was also responsible for building the Civic Arena, the Pere Marquette Parking Facility, the Court Facility, the 911 Building, the Animal Control and Mosquito Control facilities and built or renovated four branches of the Bay County Library System.



BOB REDMOND

### Membership

The Building Authority is comprised of seven members, each serving a six-year term. Current members are:

Richard Bukowski  
 Darrell L Maciag  
 Gary Phillips  
 Tom Ryder

Christopher Hennessy  
 John Pflueger  
 Scott Brink

## Buildings and Grounds

**Bay County Building**  
**515 Center Avenue, Suite G101**  
**Bay City, MI 48708**

**Phone: (989) 895-4097**  
**Fax: (989) 895-4222**  
**TDD/TTY: (989) 895-4049**  
**morsej@baycounty.net**

Behind the scenes, the staff of Bay County Buildings and Grounds performs all maintenance needs from grounds maintenance at all County facilities (Civic Arena, Community Center, Fairgrounds, Pinconning Park, Veteran's Memorial Park ball diamonds, ect.), by installing and servicing the mechanical equipment in all facilities. The division's goal is not only to repair, but to keep equipment updated to stay with present and future technology. The office is busy coordinating scheduled maintenance, facility rentals, and planning for future renovation and expansion projects. Buildings and Grounds is a division of the Recreation and Facilities Department.



JON MORSE

## Central Dispatch/9.1.1.

1228 Washington Avenue  
Bay City, MI 48708

Phone: (989) 892-9551  
Administration: (989) 895-4051  
Fax: (989) 892-3744  
baycounty911@baycounty.net

Bay County Central Dispatch is a consolidated public safety answering point (PSAP), responsible for handling all 9-1-1 calls and all non-emergency Fire, Police and EMS calls in Bay County. When a 911 call is dialed from a landline telephone, the caller's phone number, address and billing name appears on the dispatcher's computer screen. In most circumstances, when a person dials 911 from a cellphone, the dispatchers are able to get their location.

Technology in this industry is very challenging, but it will provide dispatchers with more techniques and systems that could save even more lives. That is why continuous training is essential to the operation of a 911 system from a rookie to the veteran. It takes 6 months of training before a dispatcher is allowed to work by themselves. All dispatchers must be certified in the following areas; as an Emergency Medical Dispatcher, which includes CPR, Law Enforcement Information operator and in National Incident Management training.



CHRIS IZWORSKI

### Smart 9-1-1

Smart 911 allows citizens to create a safety profile for their household that includes any information they want 9-1-1 response teams to have in the event of an emergency. When a citizen makes an emergency call, their safety profile is automatically displayed to the 9-1-1 call taker, allowing them to send the right response team to the right location with the right information. Responders can be aware of many details they would not have known previously and now fire crews can arrive at a house fire knowing how many people live in the home and the location of bedrooms, EMS can be advised of allergies or specific medical conditions and police can have the photo of a missing child in seconds rather than minutes or hours. For more information on Smart 911 visit the Bay County website.

### Department Divisions

- Emergency Services

## Civic Arena

4231 Shrestha Drive  
Bay City, MI 48706

Phone: (989) 671-1000  
Fax: (989) 671-9726  
chaffint@baycounty.net

The Bay County Civic Arena is a state-of-the-art facility offering two ice surfaces year round. An Olympic-sized ice surface (100' x 200') and NHL sized ice surface (80' x 180') provide opportunities for hockey, figure, speed, and open skating. The quality of the ice is world renowned, having established world, national, and state record speed times in short track speed skating. The facility

also offers concessions, an arcade area, pro shop and nine locker rooms. A community room can seat up to 75 people comfortably for birthday parties and other special events like wedding showers.

Working in partnership with the Bay County Hockey Association, the arena offers year-round hockey programming for youth of all ages. SK8 Bay Figure Skating Club offers lessons and advanced instruction. Learn to Skate and Learn to Play Hockey programs are also offered for all ages year round.

Public Skating sessions are offered daily throughout the year. Noon skate is an excellent opportunity to work out on your lunch hour. An adults-only skate held on Friday morning offers social and recreational activities for those ages 18 and above. Friday and Saturday night skates are perfect for middle school children looking for a fun activity with their friends. Saturday and Sunday afternoon skates are perfect for the whole family. Special theme skates are held periodically including the Halloween Scary Skate. These events and many evening sessions feature music, special lighting effects, contests and prizes.



The arena pro shop offers a variety of everyday and hard to find skating merchandise, including hockey sticks, shafts, and blades. It also offers services such as skate repair and sharpening. A concession area offers tasty snacks and beverages to enjoy during the many special events and skating sessions. An arcade area is also available.

The Bay County Civic Arena has a 20,000 square foot Dry Floor surface in order to host a variety of events, such as concerts, auto/boat/rv shows and trade shows, etc. For information on availability and pricing, please call Tara at (989) 671-1000 ext. 105 or visit the website at [www.baycountymi.gov/civicaena](http://www.baycountymi.gov/civicaena).

The Civic Arena is generally open Monday through Friday, from 8:00 a.m. to 11:00 p.m., and on Saturday and Sunday from 7:00 a.m. to 1:00 a.m. Note that these times may vary with special events and the season.

The Civic Arena is part of the Recreation Division under the Recreation and Facilities Department.

## Community Center

**Veteran's Memorial Park**  
**800 John F. Kennedy Drive**  
**Bay City, MI 48706**

**Phone: (989) 894-0671**  
**Fax: (989) 892-5532**  
**[trahanb@baycountymi.net](mailto:trahanb@baycountymi.net)**

The Bay County Community Center offers a regulation sized gymnasium with basketball and volleyball courts. A multi-purpose room offers space of basketball, meetings, and other large special activities. Banquet tables, folding chairs, and audio-visual equipment are available for use. Smaller meeting rooms are perfect for birthday parties, wedding and baby showers, and other small events. The weight room provides access to weightlifting, exercise bicycles, and treadmill equipment. Exercise equipment is ADA compliant, allowing individuals of all ability levels to utilize the Community Center fitness equipment.

The Community Center regular hours of operation are Monday through Friday; from 7:00 a.m. to 10:00 p.m. Hours vary on Saturday and Sunday, please call for times.

Throughout the year, the Community Center offers a range of activities for all ages. Examples of programs include:

- Adult Men's Basketball League
- Adult Men, Women & Co-Ed Volleyball Leagues
- Bay Arenac ISD Adult and Continuing Education
- Commodities Food Distribution
- Michigan Driving School
- Fitness Classes
- Summer Recreation Program
- Swim Lessons



BETH TRAHAN

The Community Center is part of the Recreation Division under the Recreation and Facilities Department.

## Community Center Pool

**Veteran's Memorial Park**  
**800 John F. Kennedy Drive**  
**Bay City, MI 48706**

**Phone: (989) 894-0671**  
**Fax: (989) 892-5532**  
**trahanb@baycounty.net**

Located in Veteran's Park adjacent to the Community Center, the pool offers residents seasonal swimming opportunities. Generally open from mid-June through late August, this regulation-sized pool includes a diving well and water slide.

Local swimming associations use the pool for practice and swim meets. Swimming lessons are also offered for all ages. Open swim and unlimited use of the water slide is available for a nominal cost. Special activities like water aerobics, family nights, and beach nights are offered periodically throughout the season.



The Bay County Recreation Division, under the Recreation and Facilities Department, operates the community swimming pool.

## Community Corrections

**Law Enforcement Center  
503 Third Street  
Bay City, MI 48708**

**Phone: (989) 895-2020  
Fax: (989) 895-4007  
TDD/TTL: (989) 895-4049  
robertsd@baycounty.net**

The Bay County Division of Community Corrections seeks to develop and evaluate programs for local adult criminal offenders, working closely with the courts, probation departments, and community resources. Community Corrections provides services through contracts with local agencies. Substance abuse assessments and treatment services are provided to help an offender reduce the risk of recidivism by dealing with substance abuse issues. All programs are offered in lieu of incarceration as part of a structured sentence to ensure public safety. These programs aim to reduce risk factors such as substance abuse and anger issues while meeting the needs of the offender.



DUJANA ROBERTS

Residential Treatment placement is available for offenders who need intensive treatment, while Outpatient services and Cognitive Change Groups are available as after care or in lieu of incarceration. Zero Tolerance drug testing provides frequent, random drug testing for offenders who appear to have serious substance abuse issues. In this program, offenders who test positive are sanctioned to immediate jail time and they are referred to substance abuse treatment.

The Pre-Trial Services Specialist makes recommendations to the Court regarding inmate's bonds or possible release. The program was implemented to free jail space for more serious sentenced offenders. The Pre-Trial Specialist conducts risk/needs assessments and also performs background checks. After release, offenders are then placed under supervision. A component of supervision includes, but is not limited to, electronic monitoring, drug testing and weekly reporting.

Community Corrections is a division of the Juvenile Detention and Child Care Services Department.

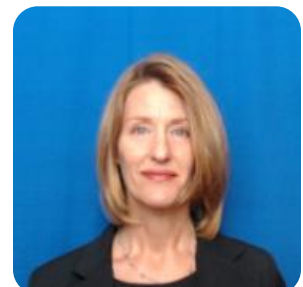
## Corporation Counsel

**Bay County Building  
515 Center Avenue, Suite 402  
Bay City, MI 48708**

**Phone: (989) 895-4131  
Fax: (989) 895-7658  
TDD/TTL: (989) 895-4049  
johnsona@baycounty.net**

The Department of Corporation Counsel is located within the Bay County Executive's Office. Amber Davis-Johnson is responsible for all civil legal affairs of Bay County government and is the attorney appointed as Corporation Counsel.

Under Bay County's Optional Form of County Government, the County Executive appoints the Bay County Corporation Counsel to perform all civil



AMBER DAVIS-JOHNSON

law functions, and to provide property acquisition services for the County as provided by law. These duties include defending the County against all civil complaints and providing legal opinions. Corporation Counsel supervises work of Assistant Corporation Counsel, Shawna Walraven.

The Department of Corporation Counsel provides services required by Bay County officials and departments as they carry out the business of the county, such as contract renewal and preparation. The office is not authorized to provide citizens with legal representation or advice for personal matters which are appropriately directed to private attorneys.

## Dog Park

**800 Livingston Street  
Bay City, MI 48708**

**Phone: (989) 895-4132  
Fax: (989) 895-7658  
TDD/TTL: (989) 895-4049**

This is Bay County's first and only OFF-LEASH Dog Park! The Dog Park was made possible through a \$15,000 donation from the Humane Society of Bay County and efforts of Bay County officials. The Dog Park will provide a barrier free recreation facility for dog owners. The Dog Park is connected to the Bay County Rail Trail and it provides a playground for people to stop and play with their dogs.



Included in the Dog Park:

- Large fenced-in area for play
- Fenced-off area for smaller dogs
- Jumps
- Tunnels
- Weave Poles
- Teeter Totter
- Accessible Drinking Fountain for owners and their pets

With the exception of the teeter-totter, the equipment is constructed to United States Dog Agility Association (USDAA) standards.

When using our Dog Park please remember to clean up after messes, and be courteous to other dog owners by using a leash when not within the confines of the fence and by keeping your dog under control.

The Bay County Dog Park is part of the Recreation Division under the Recreation and Facilities Department.

## Emergency Management

1200 Washington Avenue  
Bay City, MI 48708

Phone: (989) 895-4112  
Fax: (989) 895-4014  
TDD/TTL: (989) 895-4049  
manzr@baycounty.net

The role of Bay County Emergency Management Division is to protect the lives and property of citizens before a disaster strikes through preparedness, training and mitigation, and to reduce human suffering after a disaster strikes through prompt and effective coordination of the County's response and recovery efforts utilizing the expertise and resources of federal, state and local agencies and voluntary organizations.

No matter what the size and scope all disasters are local. In most instances disasters are responded to without the assistance of state or federal assets. The Emergency Management Division provides leadership in coordinating the development of a sustainable all-hazard, regional approach to large-scale emergencies or disasters. The Emergency Management Division emphasizes an integrated process for establishing preventative measures, emergency operations, planning and training to minimize the impact of catastrophic events on the people, property, environment and economy of Bay County.



RYAN MANZ

Emergency Management is a Division of Bay County Central Dispatch 9-1-1.

### Bay Alerts

The BAY Alerts emergency notification system for Bay County residents is powered by RAVE Mobile Safety. The system is able to contact County residents and businesses via phone messages, text messages and/or e-mail messages in case of emergency. The system will be used by Bay County 9-1-1 to notify residents of emergencies or critical situations and provide information regarding necessary actions, such as evacuation and shelter-in-place. Residents are encouraged to sign up for this service through the Bay County website.

## Environmental Affairs and Community Development

Bay County Building  
515 Center Avenue, Suite 501  
Bay City, MI 48708

Phone: (989) 895-4135  
Fax: (989) 895-4068  
TDD/TTL: (989) 895-4049  
ogarl@baycounty.net

It's no secret that Bay County's quality of life could be improved by focusing on critical water quality and natural resource issues. With that in mind, county government established this department and directed it to coordinate and facilitate the participation of local government officials, farmers and agribusiness representatives, recreational users, local environmental groups, business and economic development organizations, and the public to increase community awareness and involvement.



LAURA OGARA

The department also encourages conservation and reasonable use of natural resources and is responsible for implementing several recreational and educational access projects for Bay County. This department seeks and receives a variety of grants for such projects, and is also responsible for updating the Solid Waste Management Plan as defined by the Michigan Department of Environmental Quality.

### Department Divisions

- Geographic Information Systems
- Gypsy Moth Suppression Program
- Mosquito Control
- Transportation Planning

Additionally, the following ongoing committee work and board activities are undertaken: Partnership for the Saginaw Bay Watershed, Waterfront Task Force, The Bay Area Community Foundation Environmental Committee, Saginaw Bay RC&D Council, US EPA Dow Dioxin Superfund Cleanup - Citizens Advisory Group, Saginaw Bay Watershed Initiative Network (WIN), Bay Area Chamber Agribusiness Council, and facilitation of the Saginaw Bay Coastal Initiative (SBCI).

## Equalization

**Bay County Building**  
**515 Center Avenue, Suite 602**  
**Bay City, MI 48708**

**Phone: (989) 895-4075**  
**Fax: (989) 895-4078**  
**TDD/TTL: (989) 895-4049**

County Equalization is mandated by Section 211.34 of the General Property Tax Act of the State of Michigan. The duties of the Equalization Department include annually performing sales and appraisal studies by class within each local unit to assure that assessments are maintained at 49-50% throughout the County; preparation of a Millage Reduction Report for all tax levying jurisdiction within the County; annual determination and reporting of millage rates allowed to be levied for approval by the Board of Commissioners; maintenance of property descriptions within the County (except for Bangor and Hampton Townships and the cities of Bay City and Essexville); assisting local assessors in all matters of assessment administration; assisting the County Board in all equalization and property value related issues. This office also contracts with the local units of government to assist in the assessment change notices, personal property statements and tax billing. As Bay County does not have a county-wide assessor, the local assessor determines individual assessments.

## Fairgrounds

**800 Livingston Street**  
**Bay City, MI 48708**

**Phone: (989) 895-0671**  
**Fax: (989) 892-5532**  
**TDD/TTL: (989) 895-4049**

The Bay County Fairgrounds is one of the most widely utilized county recreational facilities, used year-round for leisure-time activities. Family picnics and reunions, company picnics, car shows and trailer rallies, pow-wows and Figure-8 derbies are spotted often at the Fairgrounds. The Bay County Fair, sponsored by the Bay County Fair Board, is held annually at the Fairgrounds in early August. The

Rainbow Canteen Hall can be rented for wedding receptions, showers, graduation parties, reunions, etc.

For further information on the availability of rental facilities including the Rainbow Canteen Hall, horse stalls, and the Fairgrounds as a whole, contact the Bay County Community Center.



The Fairgrounds is part of the Recreation Division under the Recreation and Facilities Department.

## Finance

**Bay County Building**  
**515 Center Avenue, Suites 701-708**  
**Bay City, MI 48708**

**Phone: (989) 895-4030**  
**Fax: (989) 892-4039**  
**TDD/TTL: (989) 895-4049**  
**histedj@baycounty.net**

The Finance Department is responsible for all County accounting and budgeting activities. The department processes all accounts payable, and some invoicing for accounts receivable for County departments. The Finance Department is also responsible for securing an annual financial audit.

### Accounting Division

The Accounting Division of the Finance Department is a service division which provides accounting and financial services to all county departments and funds. Accounting maintains a system of accounts to accumulate, classify, and report on the financial activities of the county's various funds and departments. The system provides for the proper accounting assess, liabilities, revenues, and expenditures which facilitates the preparation of financial reports to be submitted to the Board of Commissioners, the County Executive, the Federal Government, and the State of Michigan.



JAN HISTED

Other duties performed by the Accounting Division include: internal audits; financial forecasting; development of fiscal policies; the design and implementation of accounting and financial reporting systems; preparation of the Comprehensive Annual Financial Report; maintaining a property and equipment (fixed assets) inventory; issuance of bonds; servicing and accounting for the county's long and short term debt; facilitates the annual budget process; and provides a centralized accounts receivable function which is responsible for invoicing, monitoring and collecting all funds due for goods and services provided by all county departments and funds.

### Budget/Grant Division

The function of the Budget/Grant Division is to apply accounting principles in all aspects of the budgeting process in order to assist the executive, legislative, and judicial branches of Bay County in the rational allocation of county resources pursuant to Public Act 139 of 1973, the Unified Form of County Government Act, Public Act 621 of 1978, and the Uniform Local Budgeting Act. Specific duties relating to the budget can be divided into three areas; 1) financial planning, 2) budget administration, and 3) information requests. Grant accounting involves the preparation and submission of financial reports to various state and federal agencies for reimbursement. Additional duties of this division include accounts payable and single audit reporting.

## Department Divisions

- Housing Rehabilitation
- Information Systems
- Purchasing

## Geographic Information Systems (GIS)

**Bay County Building**  
**515 Center Avenue, Suite 505**  
**Bay City, MI 48708**

**Phone: (989) 895-4064**  
**Fax: (989) 892-4068**  
**TDD/TTL: (989) 895-4049**  
**andersonj@baycounty.net**

A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Examples include water well locations, FEMA floodplain boundaries, and tax parcel ownership, as well as soils, aerial photography, wetlands and a variety of other information. GIS helps us visualize, question, analyze, interpret, and understand data to reveal relationships, patterns, and trends.

GIS has become an integral tool at Bay County in supporting the delivery of services from property mapping, health, public safety, to the judicial process. The investment in these technologies has also afforded Bay County the ability to provide GIS tools to business and the public for general consumption. Staff is available to discuss mapping applications and potential enhancement of the information layers in the GIS system.

GIS is a Division of Bay County Environmental Affairs and Community Development Department.



JAY ANDERSON

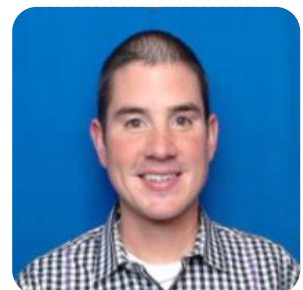
## Golf Course

**584 West Hampton Road**  
**Essexville, MI 48732**

**Clubhouse: (989) 892-2161**  
**Maintenance: (989) 892-2355**  
**neeringd@baycounty.net**

This popular and beautifully maintained 18-hole course is generally open for public play from mid-April through mid-November, depending on weather conditions. This par 72 course offers a combined total of 6,557 yards with a slope rating of 119.

Bay County offers 18 challenging and beautifully manicured holes for golfers of all ages and abilities. There are continuous cart paths winding throughout the course and a full fleet of Yamaha golf carts. The course also features a practice putting green adjacent to the clubhouse. In addition a mobility cart is available to accommodate disabled golfers.



DAN NEERING

Ranked by Golf Digest as a place to play in their 2008-2009 edition, ranked by AAA magazine as best value, and by the Bay City Times as one of the top five courses in the area, Bay County offers great

value for the golfing enthusiast. The course is home to three local high schools; Bay City Central, Bay City All Saints, and Essexville-Hampton Garber. Many leagues also call 'the County' home.

The Golf Course is part of the Recreation Division under the Recreation and Facilities Department.

## Gypsy Moth Suppression Program

**Bay County Building**  
**515 Center Avenue, Suite 504**  
**Bay City, MI 48708**

**Phone: (989) 895-4195**  
**Fax: (989) 895-4068**  
**TDD/TTL: (989) 895-4049**  
**wallacea@baycounty.net**

Funded by a county-wide millage, the purpose of the Gypsy Moth Suppression Program is to provide public outreach and education about gypsy moths, emerald ash borers (EAB) and other invasive, non-native pests that damage local horticulture (trees and plants). In addition the program provides monitoring and treatment of these pests where feasible.

Healthy mature trees are an asset to our community, providing shade to our homes and parks which reduces cooling costs in the summer and wind breaks that reduce heating costs in the winter. Trees reduce air pollution and slow storm water run-off. They add beauty and value to our property and homes. The goal of the Gypsy Moth Suppression Program is to protect our valuable trees that add so many things to our community.



ALICIA WALLACE

Gypsy moth populations build up quickly and eat all the leaves off of large areas of trees in a few short weeks. This defoliation leaves the trees weakened and vulnerable to attack by other organisms that will eventually kill the trees. The gypsy moth attacks most species of trees, except ash.

EAB attacks and kills all North American species of ash tree. Within three to five years, after becoming infested with EAB, an ash tree will die. New insecticides and application methods have been developed which allow for the treatment of some individual high value trees within our community.

The Gypsy Moth Suppression Program is a division of the Environmental Affairs and Community Development Department.

## Health Department

**1200 Washington Avenue**  
**Bay City, MI 48708**

**Phone: (989) 895-4009**  
**Fax: (989) 895-4014**  
**TDD/TTL: (989) 895-4049**  
**straszj@baycounty.net**

The mission of the Bay County Department of Community Health (Health Department) is to improve the community's quality of life by the promotion of optimum health through the prevention and control of disease. The goal of public health administration is to establish and maintain a community

focus on public health through the development of an efficiently organized, adequately staffed and effective health department.

The Health Department was created to meet the needs and the expectations of all citizens in Bay County. Many of the services are free of charge while others are based on income, eligibility criteria, and fee for service.

The following programs and divisions are provided by and under the supervision of the Bay County Health Department:

#### **Bay Health Plan, Part B: (989) 895-4008**

A community sponsored health insurance plan for eligible residents between 19 and 64, who do not qualify for any other governmental insurance program. Coverage may include primary care provider office visits, specialty care office visits, outpatient laboratory and radiology services, prescription medication (formulary only) and medical supplies.



JOEL STRASZ

#### **Childhood Lead Screening & Education Program: (989) 895-4006**

Medicaid eligible children, one year through five years of age, are screened through the Maternal Infant Health Program (MIHP) and Women, Infant, Children (WIC) Program for exposure to lead. Lead poisoning is one of the most common and preventable health problems in children of any social, economic, or racial background. Lead was widely used as a composite prior to 1978, primarily in paints and plumbing units. In Bay County, 17% of the houses were built before 1979, and 55% were built before 1955, totaling 72% of all homes having lead paint.

#### **Children's Special Health Care Services: (989) 895-4235**

The Children's Special Health Care Services (CSHCS) Program provides medical specialty care and assistance to eligible children and some adults within Bay County, who have chronic, physically disabling, conditions.

Emphasis is made on family centered, community based, coordinated care. The program helps with appropriate specialized medical treatment, diagnostic evaluations, medications, equipment, supplies, respite care, assistance with transportation and lodging (related to the provision of services). The Family Support

Network and the Children's Special Needs Fund are also a part of this program and provide assistance to the families.

#### **Communicable Disease Surveillance, Investigation and Control: (989) 895-4003**

The Bay County Health Department plays a key role in communicable disease surveillance, investigation and control. The public health system depends upon reports of disease to monitor community health and to provide the basis for preventive action. Examples of reportable disease include: Measles, Polio, Diphtheria, Hepatitis A, Salmonellosis, Tuberculosis and Botulism. Services are provided while maintaining confidentiality.

#### **Community Health Education: (989) 895-2027**

The Bay County Health Department identifies community health needs and provides community education on a variety of public health issues, including emergency preparedness, public health

programs, wild game and safe fish consumption education, in addition to coordinating public information.

**Emergency Preparedness Division: (989) 895-4157**

The Emergency Preparedness Division is responsible for the planning, exercising and response to bioterrorism, outbreaks of infectious diseases, and other public health threats and emergencies.

**Environmental Health: (989) 895-4006**

The Environmental Health Division promotes and protects the public's health through the management and control of environmental conditions. Services include: campground inspections, child and adult foster care home inspections, home lead risk assessments, surface water quality management, loan evaluations, food service sanitation, food-borne illness investigation, household hazardous waste management, non-community water supply operation, on site wastewater management, on site water supply management, public swimming pool inspections, subdivision land plat approval, mercury consultation and clearance testing, Servsafe training course and temporary mobile food licensing.

**Family Planning/Women's Health Services: (989) 895-4015**

The Family Planning/Women's Health Services is a federal and state funded program designed to provide medical, nursing, social, and education services; services include education, pap smear/pelvic/breast examinations, diagnostic laboratory testing, contraceptives, and teen services.

**Health Screening: (989) 895-4003**

The Health Screening Program provides confidential needs assessments and plans for appropriate care and treatment. Services include: testing for sexually transmitted diseases (STDs) including Human Immunodeficiency Virus (HIV), pre/post HIV test counseling, as well as counseling, diagnosis, and treatment of STDs. Appropriate referrals are made as necessary. All services are provided while maintaining strict confidentiality.

**Hearing/Vision Screening: (989) 895-4009**

Children can have their hearing checked by certified technicians before they enter school through the Bay County Health Department. Technicians go directly to schools in grades K, 2, 4, and 6. Children who do not pass the hearing tests are referred to a diagnostic hearing clinic held at the Health Department. Vision screening is provided to children between the ages of three and five and those in grades 1, 3, 5, 7, 9, and 11. If a child does not pass the vision test, he or she is referred to physician for more extensive vision testing.

**Immunization Clinic: (989) 895-4009**

This Division provides immunizations to individuals in the community with an emphasis on the pediatric population. Childhood immunizations prevent widespread occurrence of vaccine preventable diseases such as: Haemophilus Influenza, Polio, Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Varicella. The Immunization Clinic also provides services to adults over the age of 18, including: Influenza and Pneumonia vaccinations, TB testing, Hepatitis A and B vaccines, and Meningococcal vaccine. Call for clinic hours and/or to schedule an appointment.

**Laboratory: (989) 895-4013**

The Bay County Health Department Laboratory provides testing and diagnostic analysis for many Health Department programs, including testing for sexually transmitted diseases, cholesterol

screening, lipid profiles, glucose screening, and pregnancy testing. Complete blood counts and urinalysis are performed with a physician's order. The Bay County Health Department Lab also tests well water for fecal coliform, measures bacterial counts of public swimming pool water, and analyzes water from rivers, beaches and streams for suspect contaminations. Call for hours.

#### **Maternal/Infant Health Program (MIHP): (989) 895-4004**

The Maternal Infant Health Program is voluntary, supportive, and educational health care program certified by the Michigan Department of Community Health. The purpose of the MIHP is to provide preventative health care to reduce the complications of pregnancy, the rate of low birth weight infants, prevent infant deaths, and to provide information regarding infant growth and development.

The MIHP provides psycho social and nutritional assessments, plan of care development, multi-disciplinary team services consisting of a qualified Social Worker, Registered Dietitian, and Public Health Nurse. Transportation can be arranged, as needed, or obstetrical or pediatric related appointments for clients. Referral arrangements are coordinated with medical care providers, and childbirth education payment assistance is available to those enrolled.

#### **Medicaid Outreach & Maternity Outpatient Medical Services: (989) 895-4004**

The Maternal & Infant Health Program support staff provides Medicaid Outreach for pregnant women based on income and family size.

Healthy Kids (Medicaid) insurance helps pay for medical care, prescriptions, and related lab tests for children less than 19 years of age and pregnant women during pregnancy and for two months after pregnancy ends.

Maternity Outpatient Medical Services (MOMS) covers pregnant women during pregnancy and for two months after pregnancy ends. MOMS is for women who are at 185% or below the Federal Poverty level are not eligible for full Medicaid and meet one of the following criteria: teenager under the age of 17; emergency service only for non-resident aliens, who are illegal aliens, or who have failed to provide proof of citizenship status; and women who are incarcerated/institutionalized for longer than one calendar month.

#### **Medical Examiner: (989) 895-4009**

Bay County's Medical Examiner investigates the cause and manner of sudden and unexpected, accidental, violent and suspicious deaths in Bay County. Bay County Medical Examiner, Dr. Howard Hurt, D.O., provides a very important service by identifying the cause of these types of deaths. This information is helpful in planning efforts to prevent early deaths and improve the community's health.

#### **Public Health Nursing: (989) 895-2077**

The Public Health Nurse provides consultant and direct services to families, schools, and other social/health agencies, participates in community health in-services and projects as related to STDs, HIV, communicable disease, immunizations, Children's Special Health Care Services, women's health issues, nutrition and health promotional fares.

#### **University Clinic: (989) 895-2035**

The University Clinic at Bay County Health Department provides high quality primary care medical services for patients of all ages. From routine and preventive care to care for more complicated or

chronic conditions, the University Clinic is here to meet the medical needs families and individuals in our community.

### **Women, Infants, and Children Supplemental Food Program (WIC): (989) 895-4002**

Women, Infants, and Children (WIC) is a supplemental food and nutrition program available to families with children under the age of five, or women who are pregnant or breastfeeding. WIC services low to moderate income families and provides a combination of nutrition education, supplemental foods, breastfeeding promotion and support, and referrals for health care. Many infants and children have a greater opportunity of proper growth and development because of the WIC program.

### **Other Department Divisions**

- Division on Aging

## **Housing/Center Ridge Arms**

**798 North Pine Road  
Essexville, MI 48732**

**Phone: (989) 895-8191  
Fax: (989) 895-7419  
andersonr@baycounty.net**

The Bay County Housing Department (BCHD) was established in 1983, pursuant to the United States Housing Act of 1937, as amended, to provide decent, safe, sanitary, and affordable housing.

The BCHD, also known as Center Ridge Arms, was built in 1983 with funds provided by the US Department of Housing and Urban Development (HUD). Center Ridge Arms is a five (5) story apartment building comprised of 100, one bedroom units.

The majority of funding is provided by grants from HUD. These grants provide the BCHD with funds to assist in covering daily operating costs and in making capital improvements. The balance of income is supplied by rental income using a HUD formula for calculation. Re-certifications and inspections of individual apartments are done annually.

The staff at Center Ridge Arms consists of a Director, occupancy specialist, maintenance supervisor, and custodian.



RACHELLE ANDERSON

## **Housing Rehabilitation**

**Bay County Building  
515 Center Avenue, Suite 703  
Bay City, MI 48708**

**Phone: (989) 895-4138  
Fax: (989) 895-4039  
TDD/TTL: (989) 895-4049  
mooref@baycounty.net**

The mission of the Housing Rehabilitation Division is to conserve and improve housing stocks in Bay County for moderate to low-income home owners. With funds provided by the Michigan State Housing Development Authority (MSHDA), an applicant, depending on their income level, can obtain a three

percent (3%) monthly repayment loan or a zero percent (0%) deferred loan that is repaid at the time of ownership or occupancy change. The maximum loan amount is \$25,000, which is used for the elimination of Section 8, local and state building code violations and other necessary repairs or improvements.

The long-term goal of the Housing Rehabilitation Division is to create a mortgage pool large enough to become self-funding through re-using its recaptured program funds. The Housing Rehabilitation Division also coordinates with other governmental and non-profit agencies to improve housing in the community for its citizens.

Please call the above telephone number for more information on all housing programs. If you live within the city limits of Bay City, contact Bay City Redevelopment at (989) 894-8158.

Housing Rehabilitation is a division of the Finance Department.

## Information Systems

**Bay County Building**  
**515 Center Avenue, Suite 801**  
**Bay City, MI 48708**

**Phone: (989) 895-4085**  
**Fax: (989) 895-2070**  
**TDD/TTL: (989) 895-4049**  
**coppensj@baycounty.net**

The Information System Division (ISD) was formed to assist all county employees and citizens with an effective technological platform to process the day to day activities that are necessary to run a productive operation. The technical processes in place are the latest state of the art methodology to ensure that the overall costs involved are well spent and that waste is kept to a minimum.

The internal platforms supported by the technical staff include the VM Ware operating system. With VM Ware and utilizing virtual machines, the cost for numerous servers is at a minimum and the theory of the “go green” adage is attainable. These virtual machines consist of the financial applications, taxations systems, health department, public safety, courts and all other branches of county government. The county is in the process of removing other legacy systems and replacing these systems with the latest technology, utilizing virtual machines concepts.



JULIE COPPENS

There is a 24/7/365 Help Desk line that answers all phone requests for technical services and on average the Help Desk receives over 300 calls per month. In addition to day to day operations, the staff assists with the implementation of new software releases and maintaining systems that are up to date with upgrades and other vital enhancements to each individual operation.

The IS division is engaged in numerous endeavors with other municipalities and local schools to enhance collaboration efforts to reduce the costs of overall technical operations. There is a solid disaster recovery plan in place and the backup and storage of critical county information is secure and accessible in the event that a disaster occurs.

The Information Systems Division is a division of the Finance Department.

## Juvenile Detention and Child Care Services

520 West Hampton Road  
Essexville, MI 48732

Phone: (989) 892-4519  
Fax: (989) 892-4419  
TDD/TTL: (989) 895-4049  
reynoldsj@baycounty.net

As a 29 bed secure detention facility, the Bay County Juvenile Home is designed specifically for delinquent offenders under the supervision of a Probate Court or Office of the Michigan Department of Human Services. Children aged 10 through 17 are accepted only under court order. Secure detention is generally a short term deterrent to further criminal behavior. Sometimes detention is used to motivate the offender to remain crime free in the future or as a temporary holding facility while the court implements other rehabilitative efforts.



JULI REYNOLDS

All time spent in detention is highly structured and continuously supervised. Residents participate in academic, physical, and other activities designed to encourage positive behaviors while sanctioning negative conduct. The Bay Arenac Intermediate School district provides academic instructions. Daily school attendance is required year round. The facility also provides nutritious meals and informal counseling services. Parents and grandparents only are allowed to visit two times per week.

### Divisions

- Community Corrections

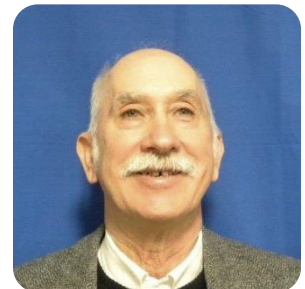
## Mosquito Control

Bay County Building  
515 Center Avenue, Suite G102  
Bay City, MI 48708

Phone: (989) 894-4555  
Fax: (989) 894-0526  
TDD/TTL: (989) 895-4049  
puttt@baycounty.net

While mosquitoes can be quite a nuisance to porch sitters and picnickers alike, the primary reason behind this publicly-funded program is to decrease the mosquito population so there is reduced risk of diseases transmitted by mosquitoes. The cornerstone of the Mosquito Control Program is the Biology Division, whose main function is to determine timing and priority of treatment based on larval and adult mosquito surveys. The Biology Division also provides an extensive disease surveillance network coordinated through the Michigan Department of Public Health and Michigan State University to monitor mosquito-borne disease.

There are various ways to monitor for diseases carried by mosquitoes. First, female mosquitoes collected in traps are sorted by species and location and submitted to MSU for viral testing. The next method, which involves a natural indicator, is to obtain a small blood sample from live-trapped house



TOM PUTT

sparrows. These blood samples are also sent to MSU where they are tested for presence of West Nile or St. Louis encephalitis antibodies. Lastly, deceased American Crows and Blue Jays are collected, after having been reported by Bay County citizens, and tested in-house using a VecTest viral antigen test kit which tests saliva from the bird. A duplicate sample is also forwarded to the State of Michigan for confirmation.

The program consists of field operations, including the daytime control of immature mosquitoes in their aquatic habitats and nighttime control of adult mosquitoes in flight. All residents and property owners can assist by eliminating breeding sites such as stagnant water collecting on their property. Mosquito Control is designed to promote a safe and healthy environment for county residents. An education program for school-age children and the general public is also included.

The Mosquito Control Division is part of the Environmental Affairs & Community Development Department.

## Payroll & Benefits

**Bay County Building**  
**515 Center Avenue, Suite 301**  
**Bay City, MI 48708**

**Phone: (989) 895-4098**  
**Fax: (989) 895-2076**  
**TDD/TTL: (989) 895-4049**  
**jerryt@baycounty.net**

The Payroll and Benefits Division administers payroll functions and a variety of employee benefits. The administration of payroll includes processing bi-weekly payroll checks, timely filing of all payroll taxes and forms, and the accurate maintenance of employee records.

The county offers a variety of benefits to employees which are also administered by the staff in this division. Those benefits include the Bay County Employees' Retirement System, 401(K) Plan, 457 Plan, Health and Life Insurance, Flexible Spending Plan, Workers Compensation, Sickness and Accident (short term disability plan), and the Voluntary Employees' Beneficiary Association (VEBA- post-retirement healthcare fund). The Payroll and Benefits Division is also in charge of the county wellness programs.



REBECCA MARSTERS

In general, the day-to-day administration of employee benefits requires the timely remittance of contributions, answering employee questions, corresponding with consultants and representatives, and maintaining accurate employee records. On an annual basis, the administration of benefits requires the issuance of an actuarial valuation and the preparation of reports that are incorporated into the county's financial statements.

The Payroll and Benefits Division is part of the Personnel and Employee Relations Department.

## Personnel and Employee Relations

**Bay County Building**  
**515 Center Avenue, Suite 301**  
**Bay City, MI 48708**

**Phone: (989) 895-4098**  
**Fax: (989) 895-2076**  
**TDD/TTL: (989) 895-4049**  
**jerryt@baycounty.net**

The Personnel and Employee Relations Department coordinates the recruiting and hiring process for Bay County, negotiates and administers labor contracts for the County's 13 bargaining units, and coordinates safety and training activities for employees.

The Department assures that fair and equal employment opportunities are available to all current and future Bay County employees. The Department also oversees the administration of the County's Personnel Policy and work rules as well as assuring that employment policies are carried out in accordance with state and federal law.

All job vacancies are listed on the County's website at [www.baycounty-mi.gov](http://www.baycounty-mi.gov). Current openings are also posted in the Personnel Department as they occur.

### Department Divisions

- Payroll and Benefits



TIFFANY JERRY

## Pinconning Park

**3041 East Pinconning Road**  
**Pinconning, MI 48650**

**Phone: (989) 879-5050**  
**tomczakd@baycounty.net**

Situated on a 200 acre nature preserve overlooking the Saginaw Bay, Pinconning Park provides a host of activities and is open year round. The park features include 62 modern (electric) campsites, six log cabins, rental facilities, miles of nature trails, two wildlife viewing towers, a handicap accessible modern bath house, picnic, beach, and playground areas.

The Saginaw Bay, as well as Pinconning, is well known for its boating and year-round fishing opportunities. Walleye, perch, bass, northern pike, blue gill, and crappie are among the many species of fish native to the area. All access trails allow for visitors to view the natural beauty of the park with ease. Whether launching water craft from the improved boat launch or enjoying ice fishing during the winter, Pinconning Park visitors are sure to have a great time. Pinconning Park is located five miles off I-75 (Exit 181) on Pinconning Road.

Pinconning Park is part of the Recreation Division and the Recreation and Facilities Department.



## Purchasing

**Bay County Building**  
**515 Center Avenue, Suite 703**  
**Bay City, MI 48708**

**Phone: (989) 895-4037**  
**Fax: (989) 895-4039**  
**TDD/TTL: (989) 895-4049**  
**[purchaseorders@baycounty.net](mailto:purchaseorders@baycounty.net)**

Purchasing provides for centralized purchasing of all materials, equipment, supplies, and services required by all departments and funds. The goal of the Purchasing Division is to maximize the purchasing value of public funds in the procurement process and to provide for the fair and equitable treatment of all involved in public purchasing by Bay County. Purchasing also informs and provides guidance to all involved in public purchasing regarding the application of the policies and procedures to be adhered to in the procurement of products and services; provide safeguards for maintaining a procurement system of the highest quality and integrity; and ensures that expenditures are incurred and recorded timely in compliance with the annual budget as adopted and amended by the Bay County Board of Commissioners via the General Appropriation Budget Act Resolution.



FRANCES MOORE

The Purchasing Division is a division of the Finance Department.

## Public Defender

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 636**  
**Bay City, MI 48708**

**Phone: (989) 895-4020**  
**Fax: (989) 895-4049**  
**TDD/TTL: (989) 895-4049**  
**[mannikob@baycounty.net](mailto:mannikob@baycounty.net)**

The Public Defender's office provides legal representation to persons who cannot afford a private attorney and are charged with criminal offenses that may result in a jail sentence. Representation, which is ordered by the U.S. Constitution, is generally provided by one of the two staff attorneys with the Public Defender's office, but may be provided by an appointed private attorney. One staff attorney specializes in Probate Court and Friend of the Court matters.

## Recreation and Facilities

**Bay County Building**  
**515 Center Avenue, Suite 403**  
**Bay City, MI 48708**

**Phone: (989) 895-4132**  
**Fax: (989) 895-7658**  
**TDD/TTL: (989) 895-4049**  
**[gignacc@baycounty.net](mailto:gignacc@baycounty.net)**

The Recreation and Facilities Department initiates and coordinates recreational activities for Bay County while making special efforts to design programs which may enhance the development of youth in the community. It also maintains the county facilities and grounds.

## Recreation Newsletter

The Bay County Recreation Department sends out a monthly e-newsletter containing information from the Civic Arena, Community Center, Dog Park, Fairgrounds, Golf Course and Pinconning Park on events, classes, leagues and much more. Visit the Recreation section of the Bay County website to sign up.

## Divisions

- Buildings & Grounds
- Community Center & Pool
- Civic Arena
- Dog Park
- Fairgrounds
- Farmers Market
- Golf Course
- Pinconning Park
- Summer Youth Recreation Program



CRISTEN GIGNAC

## Summer Youth Recreation Program

**Bay County Community Center**  
**800 John F. Kennedy Drive**  
**Bay City, MI 48706**

**Phone: (989) 894-0671**  
**Fax: (989) 893-5532**  
**TDD/TTL: (989) 895-4049**  
**trahanb@baycounty.net**

The Summer Youth Recreation Program is designed specifically for children aged 5 to 12 years old and is held at the Bay County Community Center. Beginning in early June, the program offers up to eight weeks of fun, educational, and social activities for youth. Children enjoy hands-on learning activities like arts and crafts, group games, and recreational sports. Weekly field trips to a destination in the community provide children with new experiences and increased awareness of our local recreational resources. The program is coordinated by experienced educators who lead a staff of older youth trained to help younger children. By maintaining a low staff to student ratio, every child receives a lot of attention. There is a participation fee and advanced registration is required.

The Summer Recreation Program is part of the Recreation Division under the Recreation and Facilities Department.

## Transportation Planning

**Bay County Building**  
**515 Center Avenue, Suite 504**  
**Bay City, MI 48708**

**Phone: (989) 894-0671**  
**Fax: (989) 893-5532**  
**TDD/TTL: (989) 895-4049**  
**andersonj@baycounty.net**

The Transportation Planning Division prepares required annual reports, develops a Transportation Improvement Program (project list), reviews and updates the 2040 Metropolitan Transportation Plan,

provides staff coordination for the Bay City Area Transportation Study (BCATS), and conducts various transportation studies in the community.

The division also works closely with the Michigan Department of Transportation, the Bay Metro Transit Authority, the Bay County Road Commission, and the Cities of Bay City and Essexville to plan for the safe and efficient movement of people and goods throughout the Bay County area.

The Transportation Planning Division is part of the Environmental Affairs and Community Development Department.

## Veterans' Services

**Bay County Building**  
**515 Center Avenue, Suite 201**  
**Bay City, MI 48708**

**Phone: (989) 895-4189**  
**TDD/TTL: (989) 895-4049**

The Bay County Veterans' Services office serves as a centralized point which is exclusively mandated with the responsibility to assist veterans and dependents with federal and state benefits. The office assists veterans and their dependents with the filing of claims for compensation, pension, educational benefits, reopening of claims and appeals, insurance, burials (both federal and state), grave markers, home loan applications, referrals on business and farm loans, unemployment benefits, jobs, civil service, hospitalization, certificates in lieu of lost discharges, and many other personal problems which may arise and embrace the jurisdiction of the various governmental agencies, local, state and federal.

### Veterans' Trust Fund

Bay County has a Veterans' Trust Fund that is financed by the Michigan Veterans' Trust Fund that supplies emergency assistance to veterans in need. It is governed by a four-member board which is elected by the members of the various veterans' organizations throughout Bay County. Recipients of this emergency assistance must meet the eligibility requirements outlined by state law.

### Soldiers and Sailors Relief

The Bay County Soldier and Sailors Relief fund receives financial resources from the Bay County general fund and is administered by a three member commission, who are appointed by the county Probate Judge. The Soldiers and Sailors Relief Commission is responsible for allocating emergency assistance to eligible veterans in the form of food, shelter or clothing. It provides relief for medical and transportation expenses. The Bay County Administrative Services Department oversees the expenditures in the activity after submission for payment by the Commission. The Veterans' Burial expenditures are administered by the Soldiers and Sailors Relief Commission. The Commission can authorize up to \$300 for the burial expenses of any veteran who dies and meets the provision of Public Act 225 of 1911, as amended, MSA 4. 1321 et. Seq. of 1978.

### Transportation Program (989) 525-5164

Bay County has a Veteran Transportation Program, operated by veterans to provide transportation assistance to any veteran who needs a ride to the doctor's office. Volunteers drive all over the county for pick up and drive to appointments as far away as Detroit.

# Judicial System

The Michigan court system is divided into a Supreme Court, a Court of Appeals, a Circuit Court, District Court, and Probate Court. Each court performs a certain role within the legal system as assigned by Michigan law. Most cases are initially tried or heard in the District, Circuit, or Probate Courts. These courts are not branches of county government, but are housed in county facilities.

***18<sup>th</sup> Circuit Court Judge - Harry Gill***  
*Term Expires 1/1/2017*

***18<sup>th</sup> Circuit Court Judge - Joseph K. Sheeran***  
*Term Expires 1/1/2019*

***74<sup>th</sup> District Court Judge and Chief Judge - Dawn A. Klida***  
*Term Expires 1/1/2019*

***74<sup>th</sup> District Court Judge - Timothy J. Kelly***  
*Term Expires 1/1/2018*

***74<sup>th</sup> District Court Judge - Mark Janer***  
*Term Expires 1/1/2017*

***Probate Court Judge - John C. Keuvelaar***  
*Term Expires 1/1/2018*

## 18<sup>th</sup> Judicial Circuit Court



JUDGE HARRY GILL



JUDGE JOSEPH K. SHEERAN

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 725**  
**Bay City, MI 48708**

**Phone: (989) 895-4265**  
**Fax: (989) 895-4099**  
**TDD/TTY: (989) 895-2059**

Circuit Court is the highest trial court in the state. The Circuit Court has jurisdiction over all actions except those given by state law to another court. Generally speaking, Circuit Court has original jurisdiction in all civil cases involving more than \$25,000; in all criminal cases where the offense involves a felony or certain serious misdemeanors; and in all family cases and domestic relations cases such as divorce, paternity actions, juvenile proceedings, and adoptions.

The Circuit Court also hears cases appealed from lower courts and from some administrative agencies of state government. In addition, the Circuit Court has superintending control over other courts within the circuit, subject to final superintending powers of the Supreme Court.

Circuit judges are elected for six-year terms on non-partisan ballots. The 18th Judicial Circuit Court consists of two judge seats.

### Circuit Court Probation

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 725**  
**Bay City, MI 48708**

**Phone: (989) 895-4265**  
**Fax: (989) 895-4099**  
**TDD/TTY: (989) 895-2059**

The Probation Department of the Circuit Court gathers information on all aspects of some defendant's life and analyzes the individuals past criminal record as a juvenile and as an adult. The Probation Division staff provides supervision to those criminals sentenced to community probation, which is intended to rehabilitate the individual through the use of counseling and vocational education.

## Friend of the Court

**Bay County Court Facility  
1230 Washington Avenue, Suite 660  
Bay City, MI 48708**

**Phone: (989) 895-4295  
Fax: (989) 895-4220  
TDD/TTY: (989) 895-2059**

The Friend of the Court is established as an arm of the Circuit Court to examine all records and files in divorce cases where orders or decrees have been issued with dependent minor children involved. The Friend of the Court makes recommendations to the Circuit Court on matters concerning custody and support, receives accounts, and disburses child support and alimony payments.

The Friend of the Court, Prosecutor, and the Office of Child Support continually assist each other by providing information that may be available in helping to locate an absent parent, establish paternity, secure support, or prosecute fraud relating to paternity and/or child support.

A handbook explaining Friend of the Court functions is available at the Friend of the Court Office.

## Jury Board

**Bay County Court Facility  
1230 Washington Avenue  
Bay City, MI 48708**

**Phone: (989) 895-4272**

Ever wonder how you were selected to serve on a jury? It's the responsibility of the three-member Jury Board to follow the procedures provided by law. Potential jurors are selected from state driver's license lists and personal identification cardholder lists, not from voter registration lists, as in the past.

## 74<sup>th</sup> District Court



JUDGE MARK JANER



JUDGE TIM KELLY



CHIEF JUDGE DAWN KLIDA

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 736**  
**Bay City, MI 48708**

**Phone: (989) 895-4232**  
**Fax: (989) 895-4233**  
**TDD/TTY: (989) 895-2059**

The 74th District Court of Bay County is a court of “limited jurisdiction.” The court was established in 1963 by the Michigan Constitution. The 74th District Court began in 1969 and the court’s jurisdiction covers the entirety of Bay County. The 74<sup>th</sup> District Court is divided into three divisions: criminal, civil and traffic.

The criminal division of District Court handles a wide range of criminal proceedings including misdemeanor offenses for which the maximum possible penalty is one year or less. The Court arraigns Defendants, sets and accepts bond, conducts trials and sentences Defendants. In addition to issuing misdemeanor complaints, the District Court also issues all felony complaints, sets bond and conducts preliminary hearings in the felony cases. The criminal division of the court is also responsible for issuing search warrants, scheduling all hearings and trials for misdemeanors, receipting and maintaining all criminal bonds, keeping records of all criminal matters, reporting information to state agencies, including Secretary of State for motor vehicle violations and notifying the Michigan State Police of criminal convictions.

The traffic division of the Court processes all civil infractions, which include minor traffic matters, some Department of Natural Resource matters and certain misdemeanor cases. Many of the responsibilities listed in the criminal division are the same for the traffic division.

The civil division of the Court handles civil matters where the amount in controversy is less than \$25,000.00, small claims, and landlord tenant matters. Staff is responsible for accepting and filing new cases, collecting filing fees, scheduling matters, record keeping of files, and processing post judgment matters such as garnishments and discovery exams.

The bench of the 74th District Court is comprised of three judges. Each serves a six year term and one judge is elected every two years.

## District Court Probation

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 736**  
**Bay City, MI 48708**

**Phone: (989) 895-4275**

The District Court Probation department provides information and assistance to the judges of the District Court prior to sentencing, which includes background investigations, criminal record verifications, alcohol assessments and recommendation for treatment programs. They also monitor and supervise the individual defendants during their probationary period.

## Bay County Probate Court

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 715**  
**Bay City, MI 48708**

**Phone: (989) 895-4205**  
**Fax: (989) 895-4194**  
**TDD/TTY: (989) 895-2059**

The Probate Court administers estates of deceased persons. The court also handles involuntary mental illness petitions for hospitalization, and appoints guardians and conservators for legally incapacitated individuals or the developmentally disabled. The court oversees the public guardian program, which provides protection to vulnerable persons who do not have family members to care for their needs. This court also has jurisdiction to authorize settlements on behalf of minors, name changes for minors and adults, determination of heirs, and appointments to various supervisory board and county offices. The judge of Probate also serves on the county Election Commission.



JUDGE JOHN KEUVELAAR

Probate judges are elected for six-year terms on non-partisan ballots. The Bay County Probate Court consists of one judge.

## Juvenile Division

**Bay County Court Facility**  
**1230 Washington Avenue, Suite 715**  
**Bay City, MI 48708**

**Phone: (989) 895-4206**  
**Fax: (989) 895-4194**

The Probate Judge is assigned to the Circuit Court, Family Division for matters involving juveniles. These cases include juvenile delinquency (offenses committed by juveniles) and child abuse/neglect cases (offenses committed against juveniles). The court provides probation services and restorative treatment for juvenile offenders, which may include Day Treatment, the GREAT Program for girls, Intensive Probation, as well as substance abuse treatment and parenting classes.

In abuse/neglect cases, the court refers families to the Department of Health and Human Service where foster care and other services are ordered for parents. If reunification efforts fail, the court has the authority to terminate parental rights. This division of the court also handles adoptions and emancipation of minors, and guardianships for minors.

# Other Countywide Services

The following is a list of other Countywide Services and Departments. Please keep in mind that most of these services operate independent of the Bay County Board of Commissioners and County Executive.

***Bay-Arenac Behavioral Health Authority***

***Bay County Historical Museum***

***Bay County Library System***

***Bay County Road Commission***

***Bay County Water and Sewer***

***Bay Medical Care Facility***

***Bay Metropolitan Transportation Authority***

***Discovery Preserve at Euclid Park***

***Michigan State University Extension***

## Bay-Arenac Behavior Health Authority

**201 Mulholland Street  
Bay City, MI 48708**

**Phone: (989) 895-2300  
TDD/TTY: (989) 895-2295  
Toll-Free: 1-800-327-4693  
[www.babha.org](http://www.babha.org)**

Bay-Arenac Behavioral Health Authority manages behavioral health and substance use disorder services in Arenac & Bay Counties. BABH contracts with local mental health and substance use disorder providers to secure the services needed in each county. Two divisions of BABH manage this activity: Bay-Arenac Behavioral Health for behavioral health and Riverhaven Sub-Regional Entity for substance use disorders.



Bay-Arenac Behavioral Health is also the community/public mental health services provider for Bay and Arenac counties.

BABH is a governmental Michigan Community Mental Health Authority.

## Bay County Historical Museum

**321 Washington Avenue  
Bay City, MI 48708**

**Phone: (989) 893-5733  
Fax: (989) 893-5741  
[www.bchsmuseum.org](http://www.bchsmuseum.org)**

The Bay County Historical Society has been preserving the unique and rich history of Bay County, Michigan since 1919. The Society has taken up residence in the former National Guard Armory. The Society holds extensive archives and artifacts, some of which date back to the Pioneer Society organized in the 1870's, which preserved information about the settlement of the area. The Pioneer Society became inactive as the original members died in the late 1800's. The Bay County Historical Society also coordinates the annual River of Time festival. The Historical Museum is open Monday through Friday 10:00 a.m. to 5:00 p.m. and Saturday from 12:00 Noon to 4:00 p.m.

## Bay County Library System

**Library Administration  
500 Center Avenue  
Bay City, MI 48708**

**Phone: (989) 894-2837  
Fax: (989) 894-2021  
[www.baycountylibrary.org](http://www.baycountylibrary.org)**

The Bay County Library System's mission is "...to promote the love of reading and foster the pursuit of knowledge by delivering quality library service which furthers the information, education, recreation and cultural interests of the community, thus enriching the quality of life for all county residents."

The Bay County Library System provides public library materials, services, and programs for the citizens of Bay County, Michigan. It consists of a central library, three branch libraries, and a bookmobile. The central library, the Alice & Jack Wirt Public Library, is located on the east side of Bay City. The three branches include: the Sage Branch Library, which is located on the west

side of Bay City; the Auburn Area Branch Library, which is located in the city of Auburn; and the Pinconning Branch Library, which is located in the city of Pinconning. The bookmobile provides outreach services for multiple locations throughout the county. All of the library buildings provide both wireless and wired high-speed access to the Internet.

The Wirt Public Library houses the administrative offices as well as the largest collection of materials in the library system. It includes an independently operated coffee shop, a business resource center and core reference collection, a local history and genealogy room, computer lab, outdoor reading garden, and a large community meeting room.



The three branches also provide full library service for their communities, including programming and materials for people of all ages as well as study and community meeting rooms. The Auburn Area Branch, like the Wirt Public Library, also proudly maintains a beautiful outdoor reading garden.

The Bay County Library System maintains membership in the Mideastern Michigan Library Cooperative (MMLC), the Valley Library Consortium (VLC), the Midwest Collaborative for Library Services (MCLS), the Michigan Library Association (MLA), and the American Library Association (ALA).

## Locations

### Alice & Jack Wirt Public Library

500 Center Avenue  
Bay City, MI 48708  
Phone: (989) 893-9566  
Fax: (989) 893-9799

### Pinconning Branch Library

218 Kaiser St.  
Pinconning, MI 48650  
Phone: (989) 879-3283  
Fax: (989) 879-5669

### Auburn Area Branch Library

235 W. Midland Rd.  
Auburn, MI 48611  
Phone: (989) 662-2381  
Fax: (989) 662-2647

### Sage Branch Library

100 E. Midland St.  
Bay City, MI 48706  
Phone: (989) 892-8555  
Fax: (989) 892-1516

## Bay County Road Commission

2600 East Beaver Road  
Kawkawlin, MI 48631

Phone: (989) 686-4610  
Fax: (989) 686-4620  
[www.baycoroad.org](http://www.baycoroad.org)

A three member County Road Commission is elected by the citizens of Bay County and is charged with the construction and maintenance of all county roads, totaling over 1,022 miles. This does not include any city streets or state highways. The commission is independent of the County Board of Commissioners, because it has a separate source of money, provided by state taxes collected on motor vehicle licenses and fuels. The Road Commission does not have the authority to levy or increase property taxes and receives no direct property tax revenues. The Road Commission is also responsible for overseeing the Department of Water and Sewer.

### The Bay County Road Commission:

- Richard Gromaski, Chairman
- Edward Rivet, Vice Chair
- Michael Rivard

## Bay County Water and Sewer

**3933 Patterson Road  
Bay City, MI 48706**

**Phone: (989) 684-3883  
[www.baycodws.org](http://www.baycodws.org)**

The Water Treatment Plant will serve fourteen partner government entities in Bay County, along with six other water districts. Is it a state-of-the-art membrane filtration facility that treats raw water provided through a connection to the Saginaw Midland Municipal Water Supply Corporation, which draws water from its Lake Huron intake near Au Gres. The combination of a high quality raw water source and membrane filtration provides a high quality drinking water to the customers.

The facility is the result of an unprecedented joint agreement between the Bay County Road Commission, ten townships and three cities throughout Bay County. The projected cost of the project was \$59.6 million and the project is financed through the Bay County Board of Commissioners along with some other grant funding that was obtained.

The Bay Area Water Treatment Plant is located at 2701 N. Euclid Avenue in Bangor Township. It is operated and maintained by the Bay County Department of Water and Sewer, a department of the Bay County Road Commission, and is the largest membrane water plant in Michigan.

## Bay Medical Care Facility

**201 West Hampton Road  
Essexville, MI 48732**

**Phone: (989) 892-3591  
TDD/TTY: (989) 892-6991  
[www.baycountymcf.com](http://www.baycountymcf.com)**

The Bay County Medical Care Facility is operated by the County of Bay in conjunction with the Department of Health and Human Services of the State of Michigan. The facility has 206 beds all dually certified by Medicare and Medicaid. The facility provides complete skilled nursing care, including rehabilitation services, Alzheimer's and hospice care. It is located in Hampton Township just adjacent to the Bay County Golf Course.

Bay County Medical Care Facility offers 24-hour skilled nursing care for those individuals who are chronically ill or are recovering from an illness or injury. They offer both short and long term care depending on the needs of the resident.

They have an Assessment Team composed of nursing, dietary, social work, physical therapy, occupational therapy, speech therapy, restorative and activity staff who all work together to create an individualized plan of care to meet each individual residents specific needs.



It is their mission to create a home like atmosphere for our residents. Residents have the choice of many activities that are offered daily thru our Activity Department. They plan many community outings such as; shopping, dining, bowling, bingo and casino trips. We also offer many internal activities to choose from such as; in-house movies, bingo, cards, bake club, crafts, live entertainment, and we also have an annual bazaar and fun fair that residents participate in. There is also a large library of books and videos located in our Activity Dept. Activities are planned daily for each resident based on their individual likes and dislikes. Residents have their own Resident Council meetings with facility staff so that they work together to create the best possible atmosphere and give the best possible care.

#### **Bay County Health & Human Services Board:**

- Thomas L. Starkweather
- Cynthia Howell
- Mary Ewald Sayles

## **Bay Metropolitan Transportation Authority**

**1510 North Johnson Street  
Bay City, MI 48708**

**Phone: (989) 894-2900  
Fax: (989) 894-2621  
[www.baycountymcf.com](http://www.baycountymcf.com)**

It is their mission to provide high quality public transportation service to the residents of Bay County. This means operating a system which is economical and efficient; a system safe for both employees and the public. It also means providing transportation service which is reliable and predictable; service which is responsive to community needs and respectful of the property and rights of all individuals.

While it is their goal to serve all county residents, the needs of seniors and the disabled will be assigned a special priority.

## **Discovery Preserve at Euclid Park**

**Saginaw Basin Land Conservancy  
1008 North Johnson Street  
Bay City, MI 48708**

**Phone: (989) 891-9986  
Fax: (989) 891-9987  
[www.sblc-mi.org](http://www.sblc-mi.org)**

Bay County leases the Discovery Preserve at Euclid Park, formerly Euclid Linear Park, to the Saginaw Basin Land Conservancy (SBLC). It is part of the SBLC urban nature network. This urban nature reserve will be home to native plants and animals, primarily birds and waterfowl. Boardwalks and informative signage will provide visitors access to the parks sights and sounds.

The Saginaw Basin Land Conservancy (SBLC) helps to preserve land and water quality across the Saginaw Basin. They have 84 conservation project sites. This includes 9 public nature preserves, 71 privately owned conservation easements, and 4 outdoor recreation project sites.

## Michigan State University Extension

**Bay County Building**  
**515 Center Avenue, Suite G102**  
**Bay City, MI 48708**

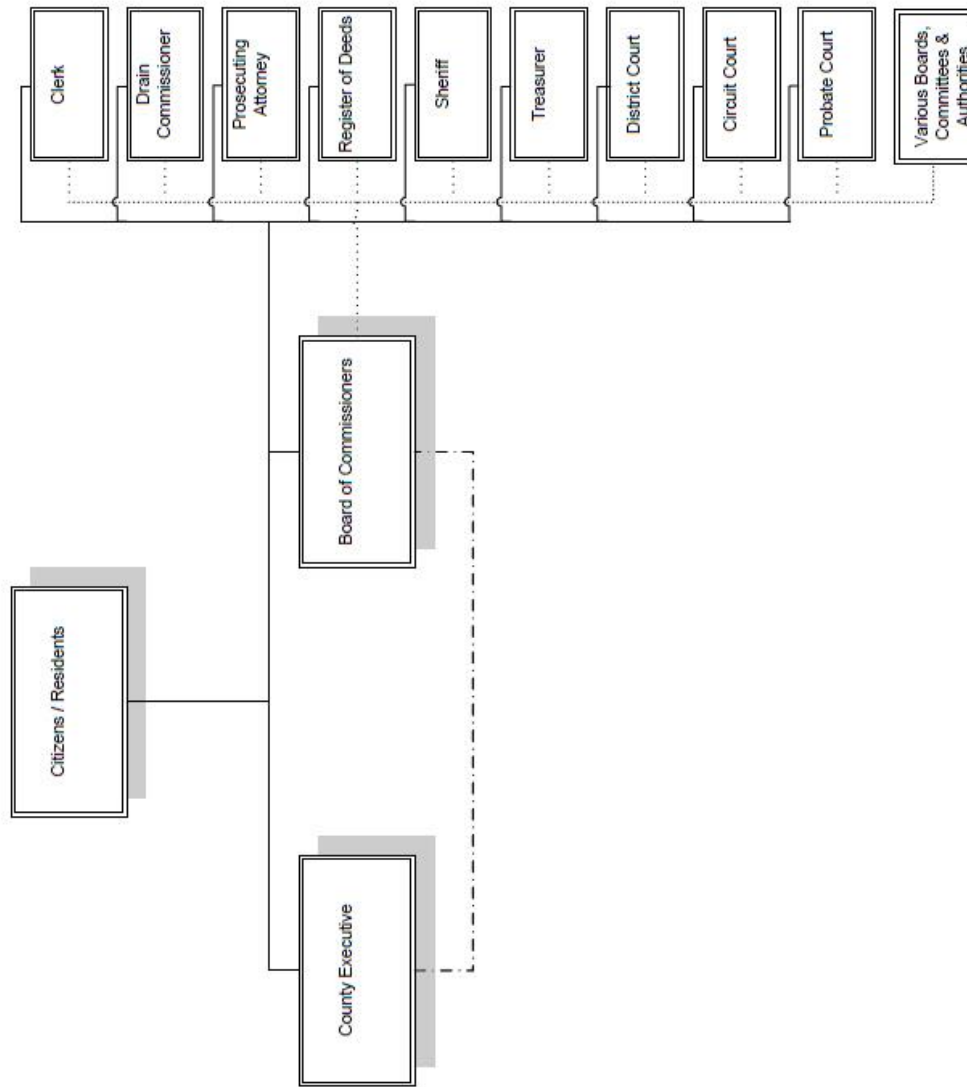
**Phone: (989) 895-4025**  
**Fax: (989) 895-4217**  
**TDD/TTL: (989) 895-4049**

Michigan State University Extension (MSUE) is a diversified educational organization that serves residents throughout Bay County and Michigan. Michigan State University (MSU) is Michigan's "land grant" university, which has the special charge of bringing research from campus to local communities for practical application to meet the needs of local communities and government. Extension is cooperatively funded by four major funding partners: the United States Department of Agriculture (USDA), the State of Michigan, local county government, and other cooperating agencies. Bay County is part of MSU Extension's District 9, which consists of Bay, Midland, Saginaw, Shiawassee, and Genesee counties.

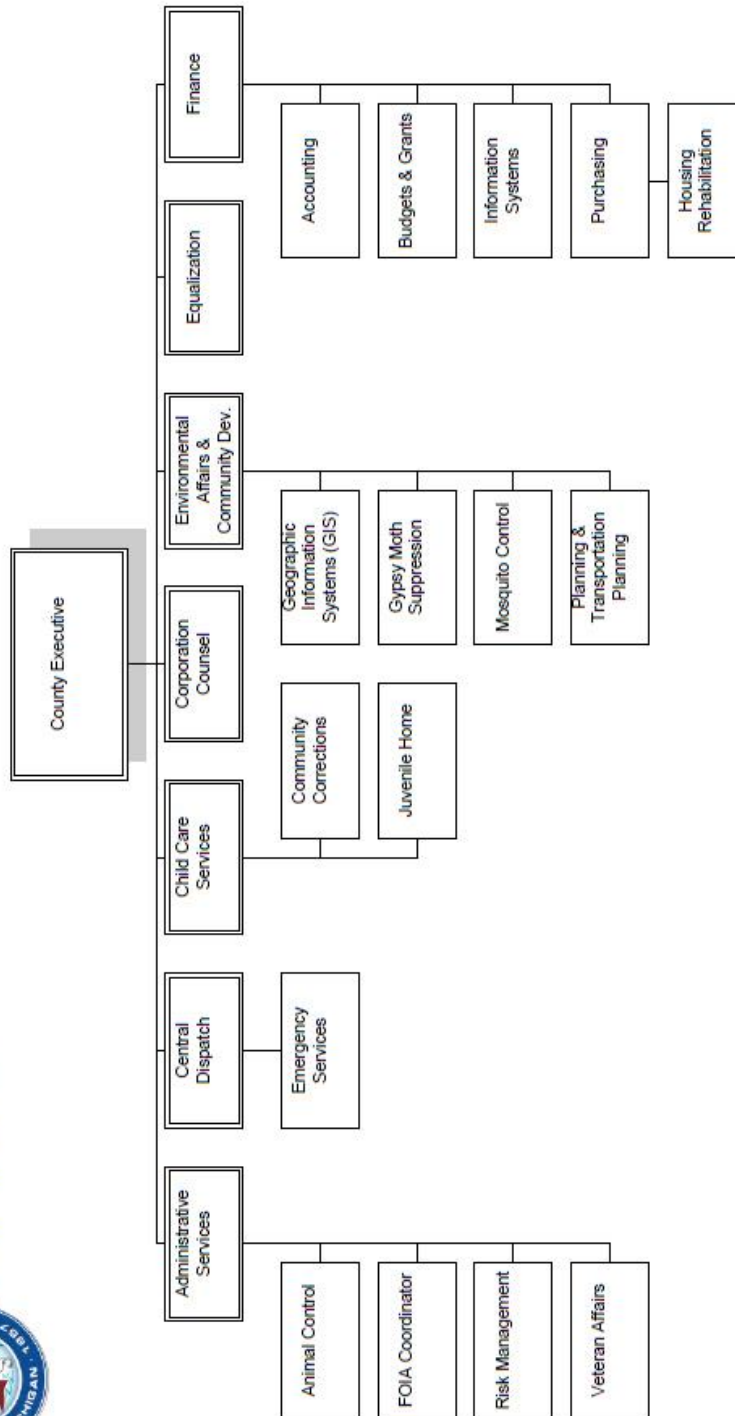


Their mission is to provide quality; research based educational programs to the citizens of Bay County. MSU Extension offers educational programming in these areas:

- Agriculture and Natural Resources
- Community and Economic Development
- Family & Consumer Sciences
- 4-H Youth Development



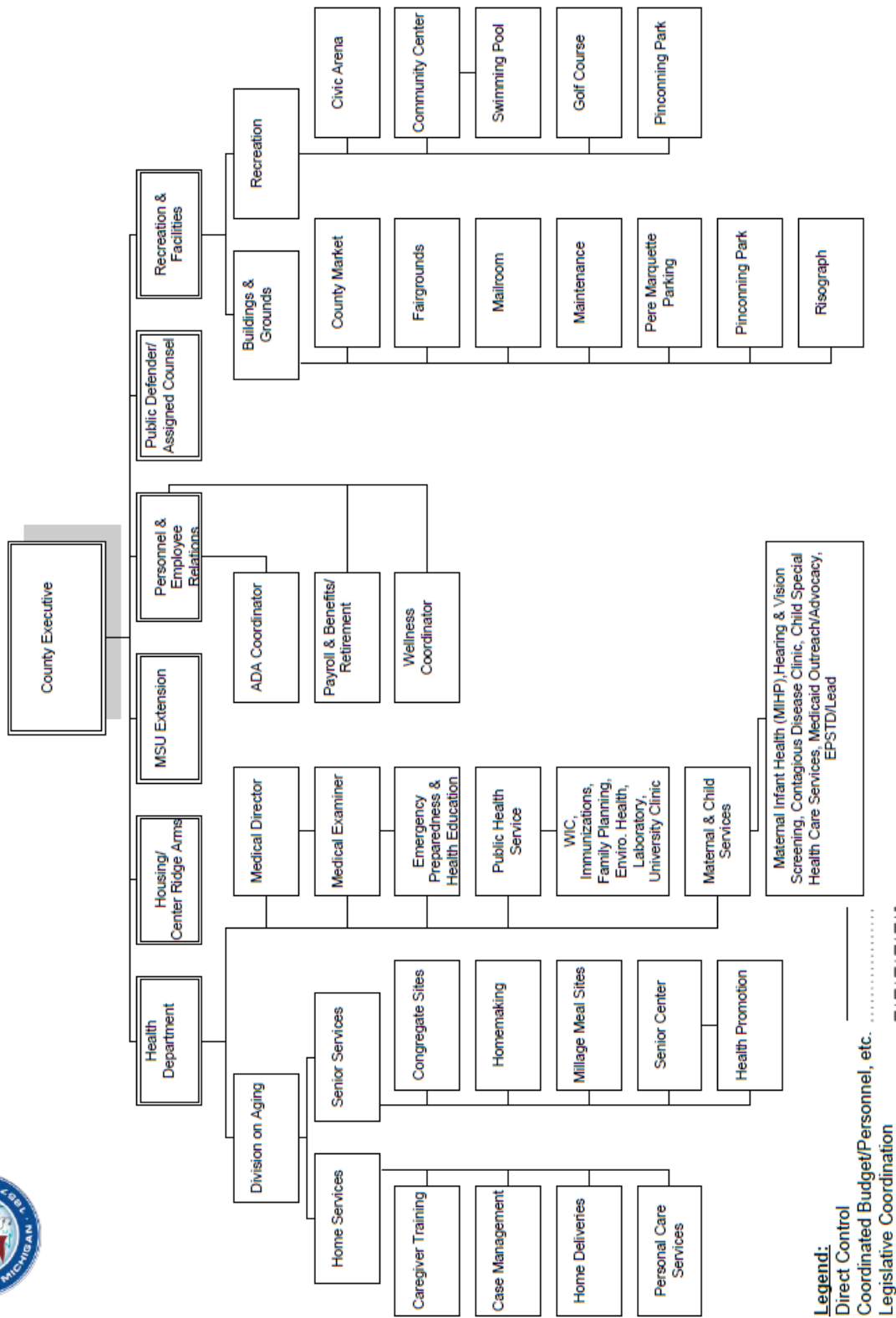
**Legend:**  
 Direct Control  
 Coordinated Budget/Personnel, etc.  
 Legislative Coordination



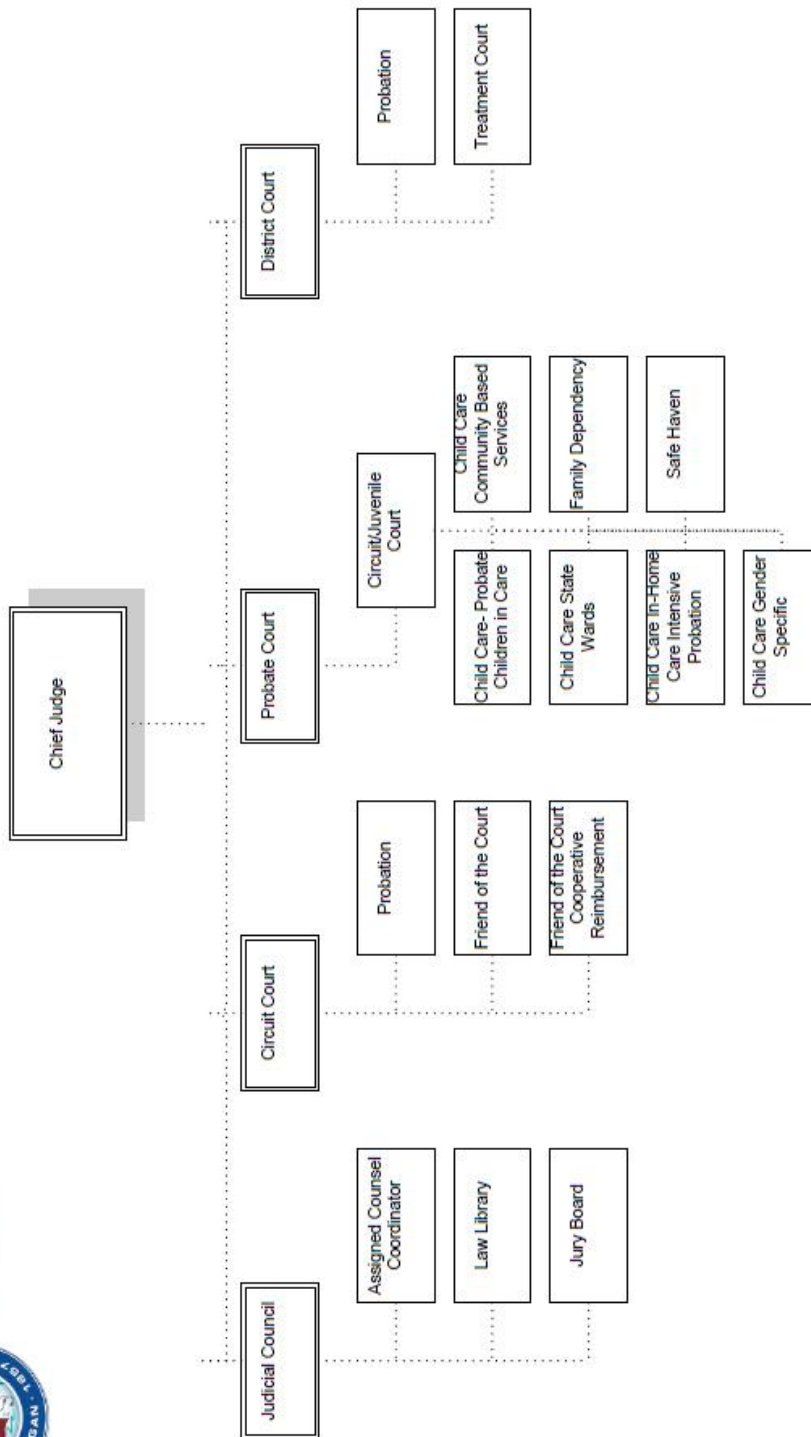
**Legend:**  
 Direct Control  
 Coordinated Budget/Personnel, etc.  
 Legislative Coordination



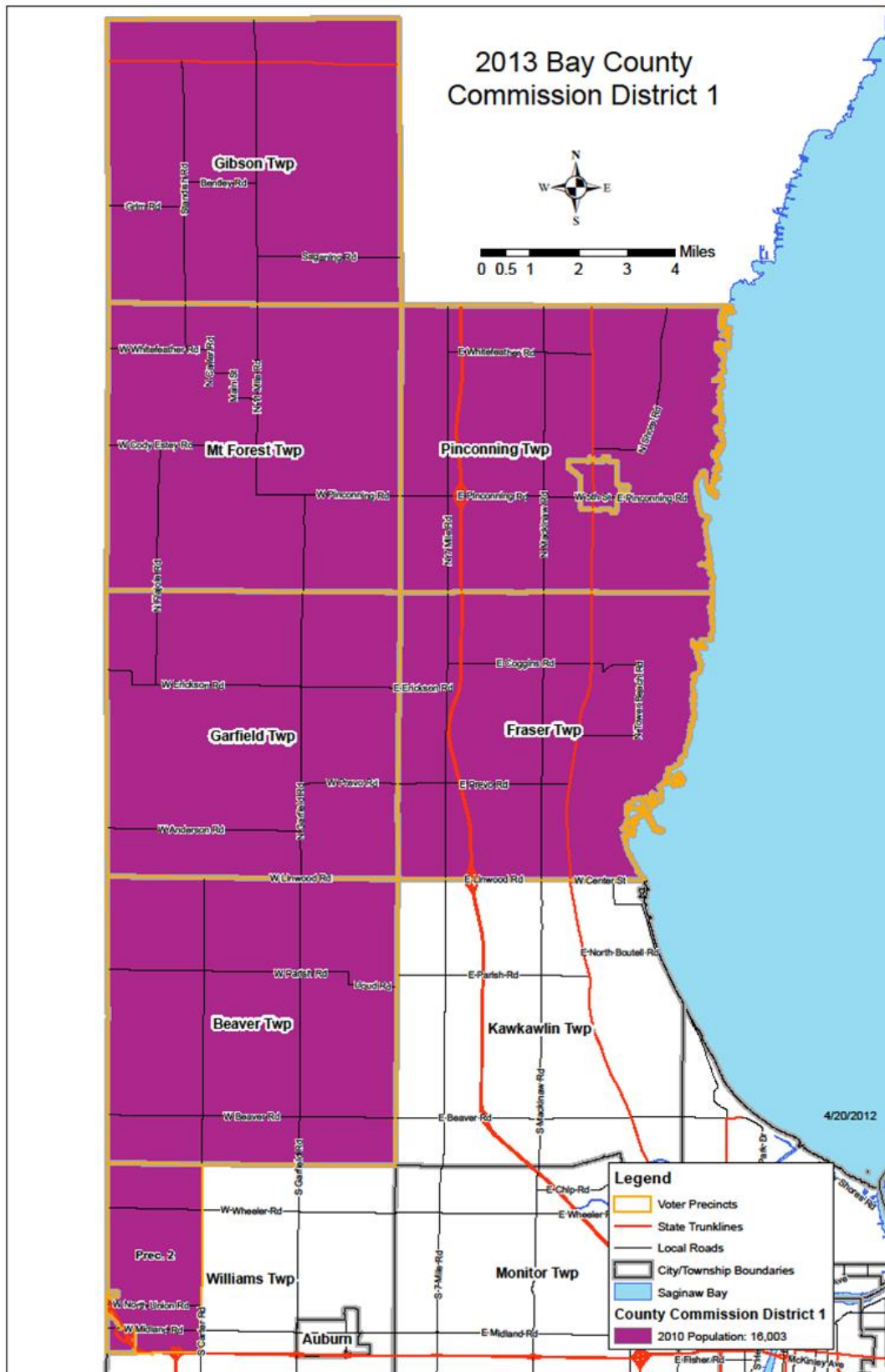
Bay County Organizational Chart  
County Executive 2016 (Cont.)

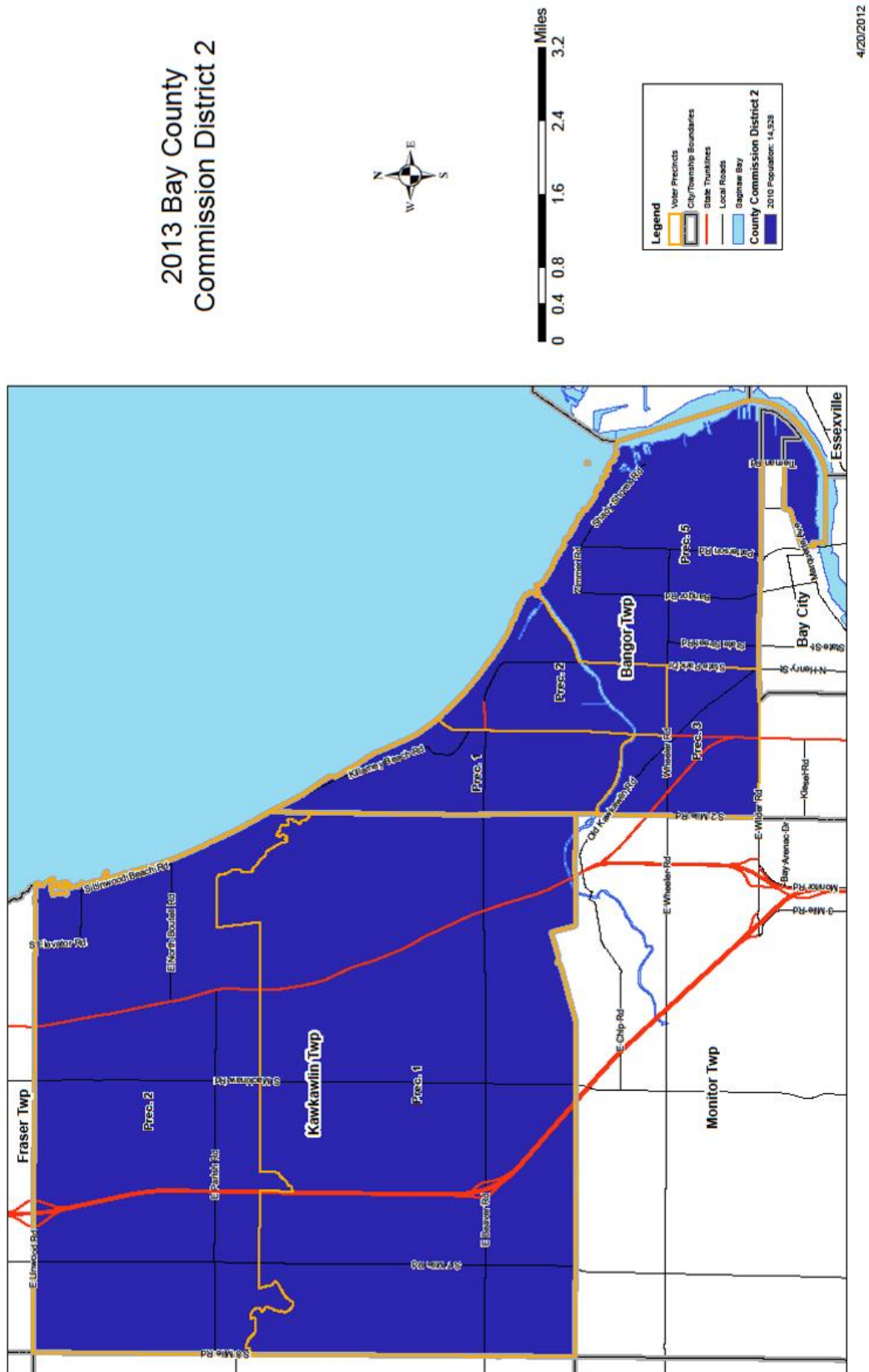


Bay County Organizational Chart  
Courts 2016

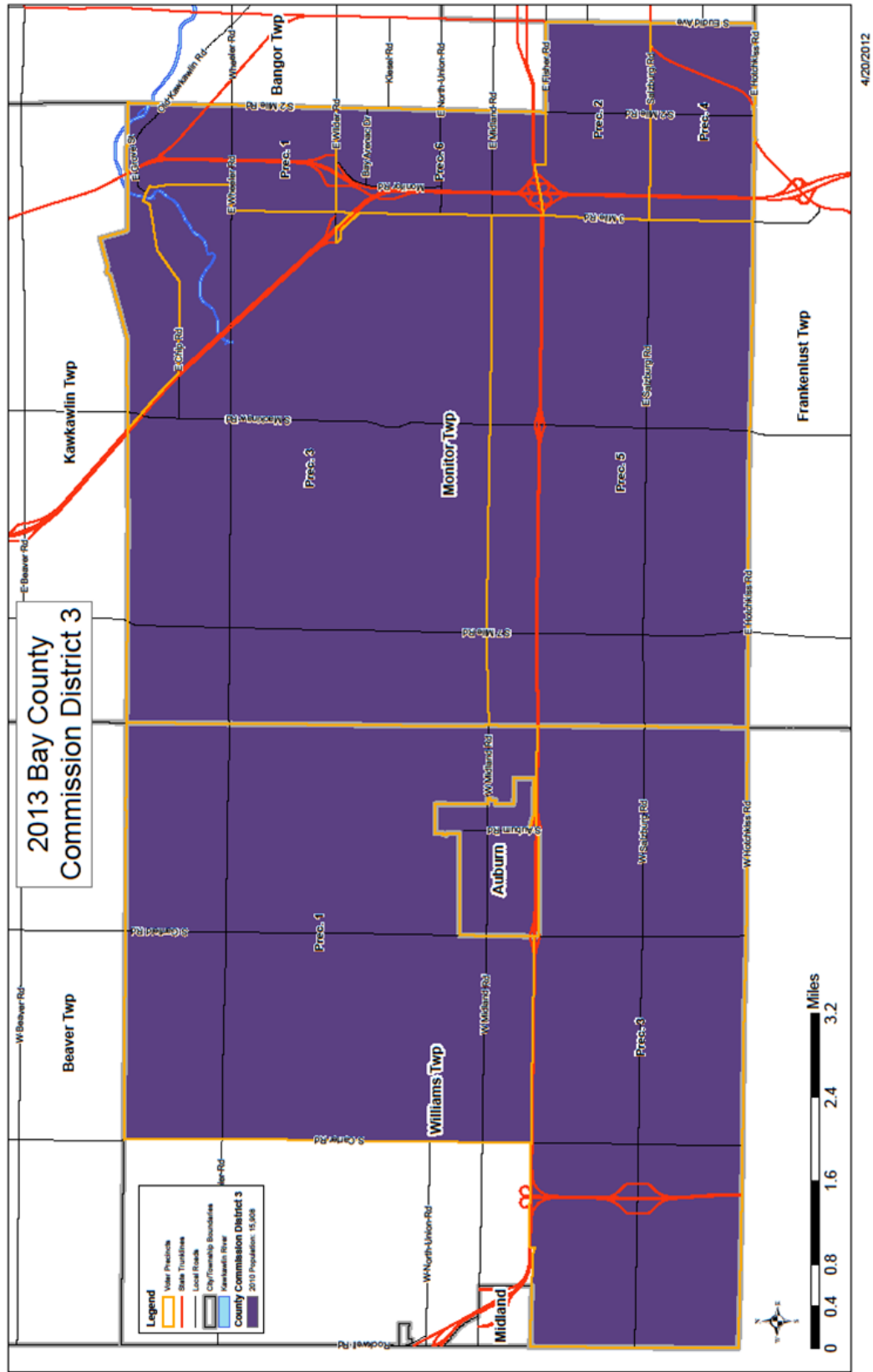


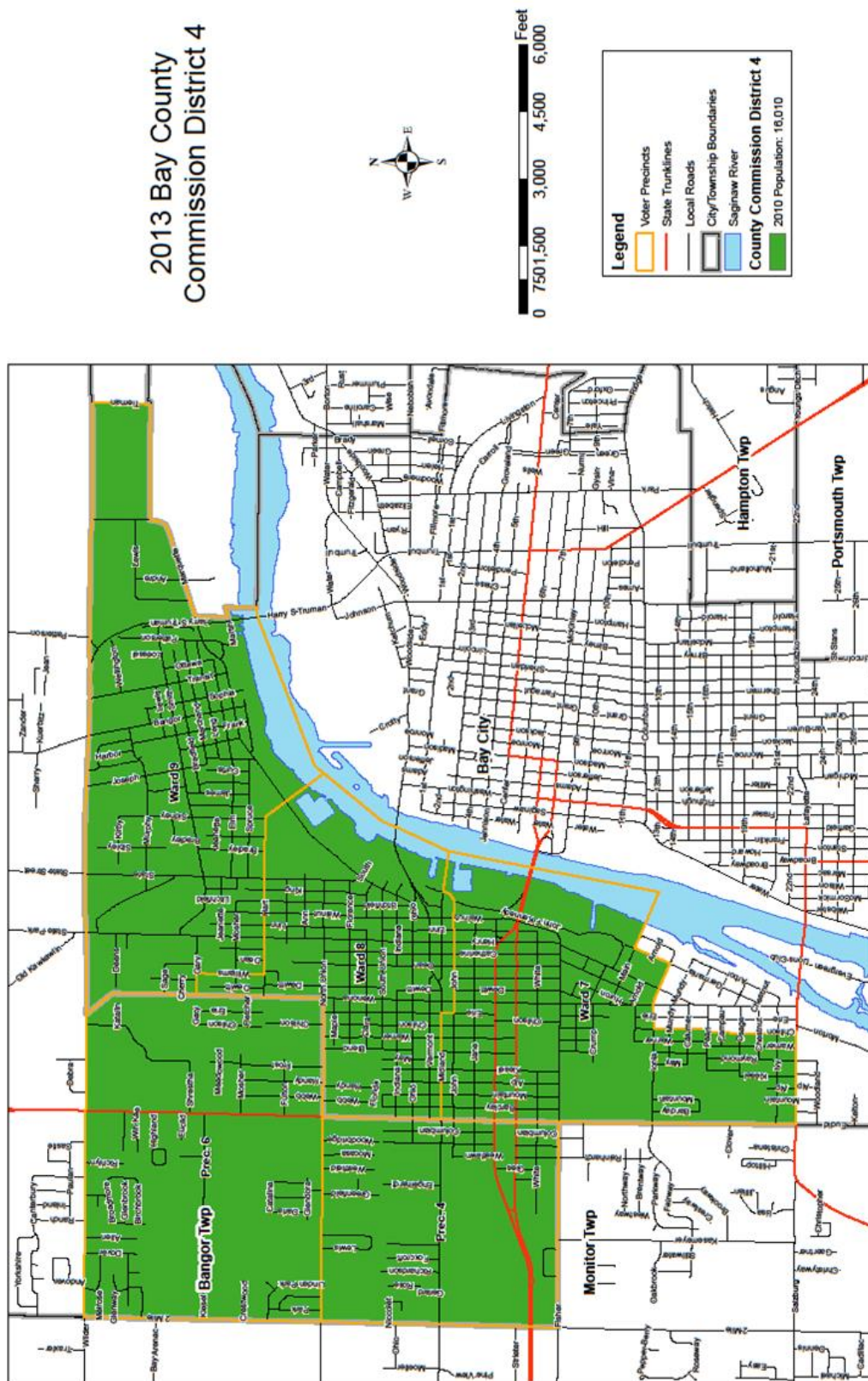
**Legend:**  
 Direct Control  
 Coordinated Budget/Personnel, etc.  
 Legislative Coordination



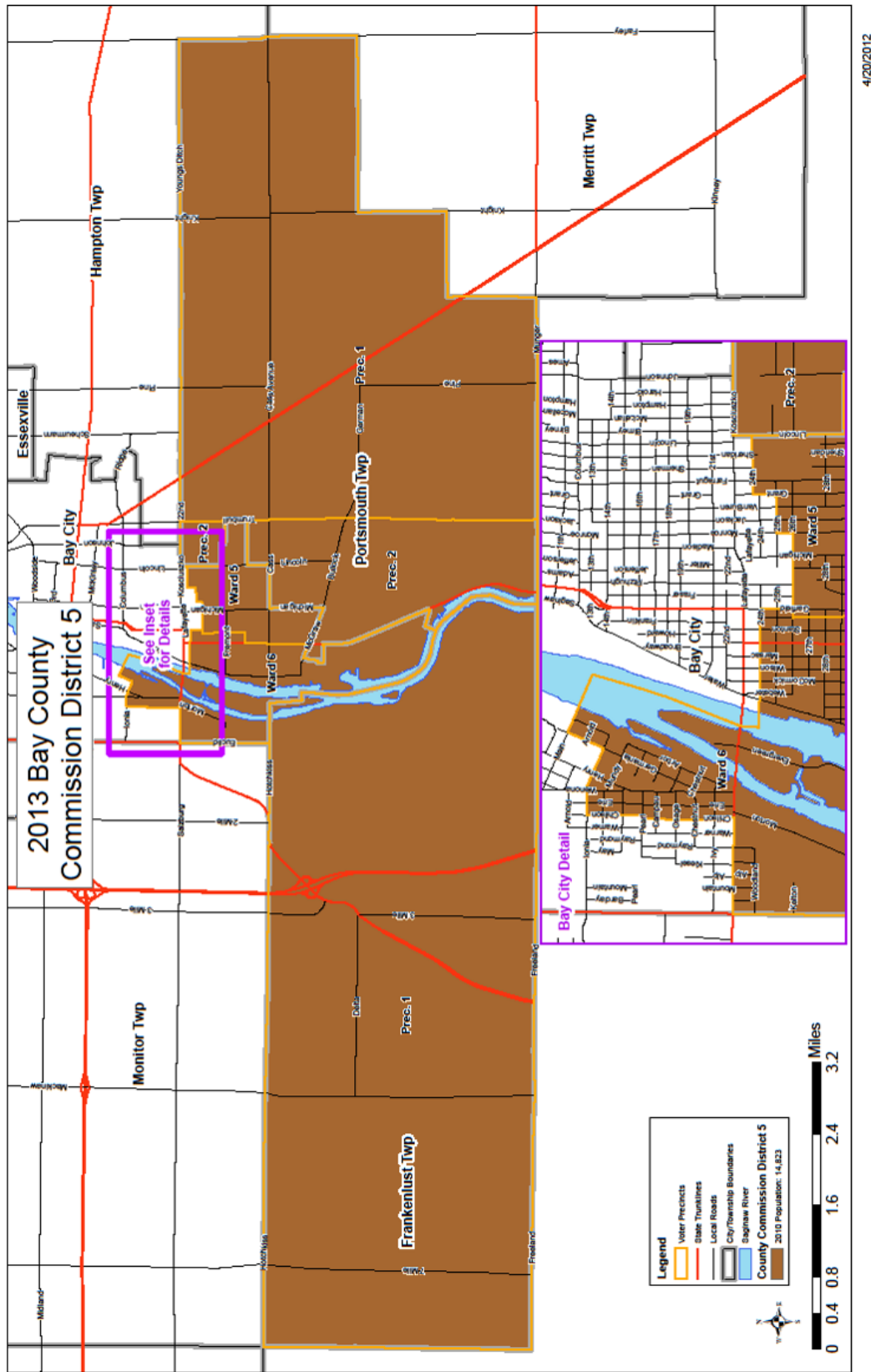


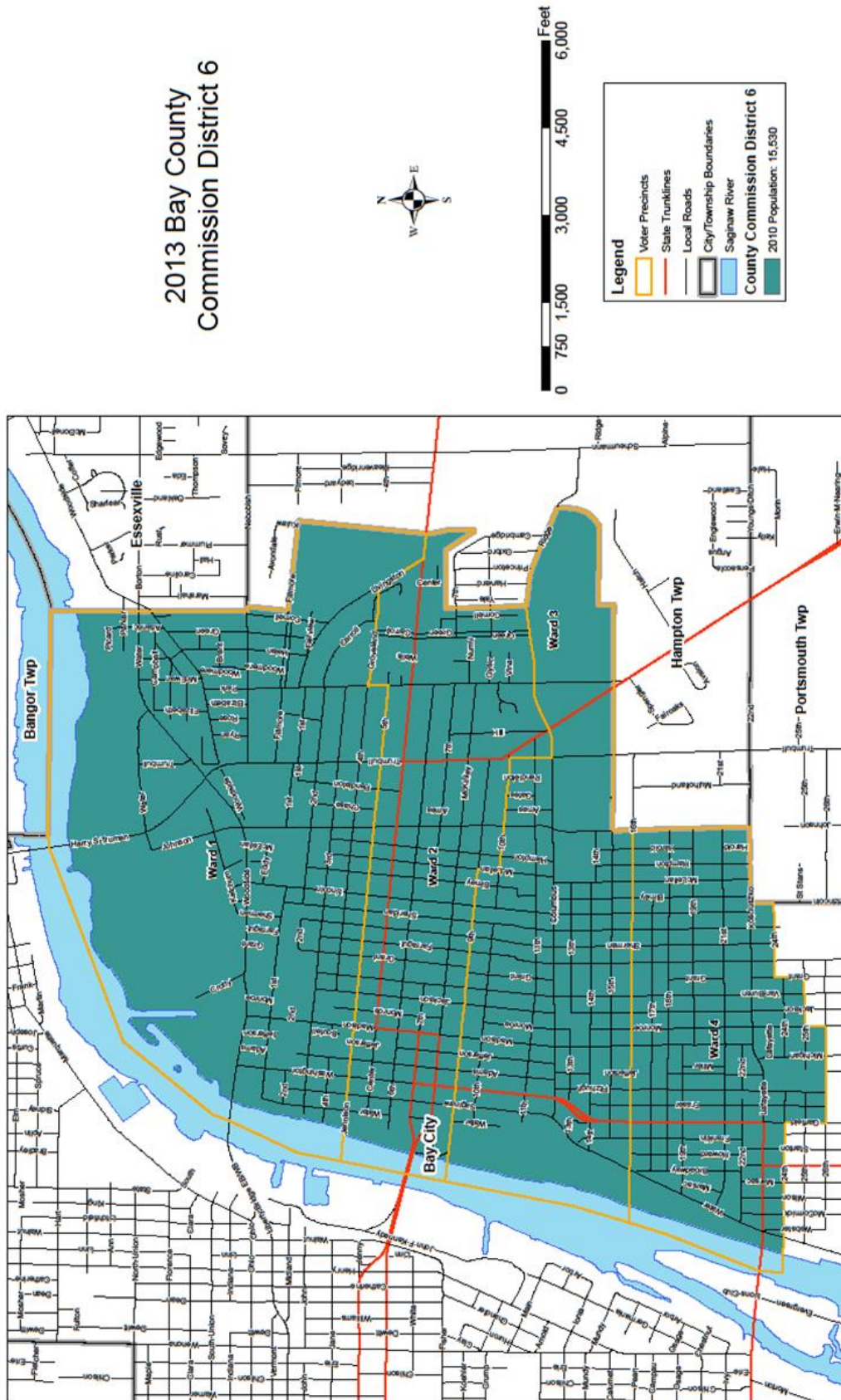
4/20/2012



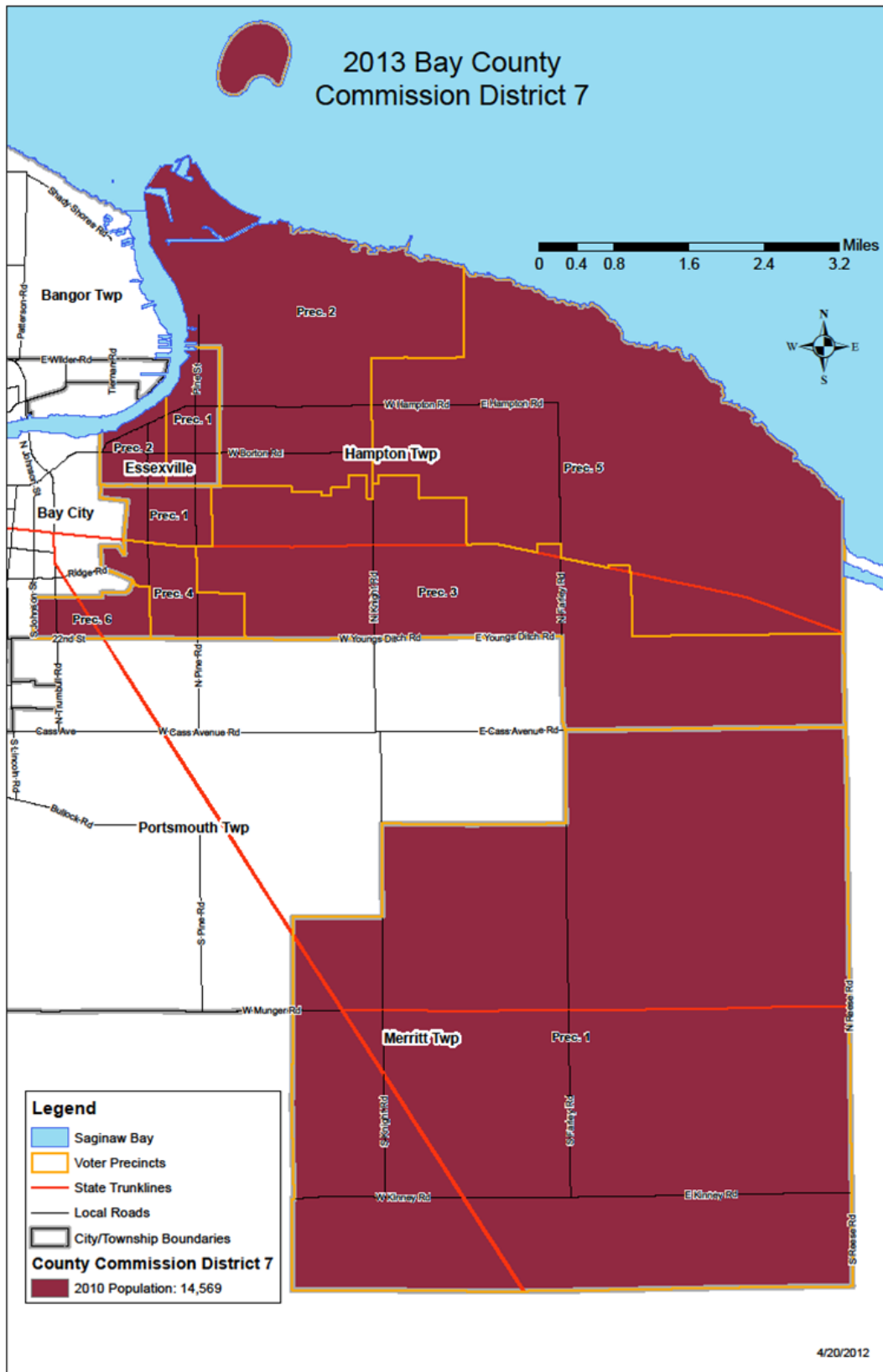


4/20/2012





4/20/2012



# City & Township Directory

*For a complete directory of city and township offices visit our webpage or the County Clerk's office for your copy.*

## Cities

### City of Auburn

City Hall  
113 East Elm Street  
Auburn, MI 48611  
(989) 662-6761

### City of Bay City

City Hall  
301 Washington Avenue  
Bay City, MI 48708  
(989) 894-8200

### City of Essexville

City Hall  
1107 Woodside Avenue  
Essexville, MI 48732  
(989) 893-0772

### City of Pinconning

City Hall  
208 Manitou Street  
Pinconning, MI 48650  
(989) 879-2360

## Townships

### Bangor Township

180 State Park Drive  
Bay City, MI 48706  
(989) 684-8931

### Beaver Township

1850 Garfield Road  
Auburn, MI 48611  
(989) 686-5300

### Frankenlust Township

2401 Delta Road  
Bay City, MI 48706  
(989) 686-5300

### Fraser Township

1474 North Mackinaw Road  
Linwood, MI 48634  
(989) 697-3820

### Garfield Township

1138 West Erikson  
Linwood, MI 48634  
(989) 879-2252

### Gibson Township

7214 North Main Street  
Bentley, MI 48613  
(989) 846-4933

### Hampton Township

801 West Center Road  
Essexville, MI 48732  
(989) 893-7541

### Kawkawlin Township

1836 East Parish Road  
Kawkawlin, MI 48631  
(989) 686-8710

### Merritt Township

48 East Munger Road  
Munger, MI 48747  
(989) 659-2136

### Monitor Township

2483 East Midland  
Bay City, MI 48706  
(989) 684-7203

### Mt. Forest Township

1705 W. Cody-Estey Road  
Pinconning, MI 48650  
(989) 879-4018

### Pinconning Township

1751 Cody-Estey Road  
Pinconning, MI 48650  
(989) 879-4018

### Portsmouth Township

1711 West Cass Avenue  
Bay City, MI 48708  
(989) 892-7221

### Williams Township

1080 West Midland Road  
Auburn, MI 48611  
(989) 662-4408



**Thomas L. Hickner**  
Bay County Executive  
515 Center Avenue, Ste. 401  
Bay City, MI 48708